

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL
915 S. 13th St.
Harrisburg, PA 17104

Revised draft (Dec. 1, 2002) Approved 12/4/02

PROPOSED ATTENDANCE AND TARDY POLICY

Background

The number of students that report to school late represents 10% - 20% of the student enrollment on a daily basis.

Explanation

When a student is late to school, the minutes quickly add up to a class period, which soon adds up to a full day of instruction. Tardiness is habit-forming. Studies show that students in the habit of being late to school are more likely to sustain the habit throughout their personal and professional lives.

Sylvan Heights Science Charter School has instituted a tough new Attendance and Tardy Policy for all students K – Grade 4. The policy is enforced by the Board of Trustees and implemented by the Administration. It sets the expectation that all students are at school on time ... every day. The standards are high and the consequences are tough, but they prepare students for the future by teaching them the importance of responsibility.

PROCEDURES

TARDINESS

Students' attendance and tardiness to school are recorded and reported to the Sylvan Heights Science Charter School Office daily by teachers and the receptionist at the Front Desk. The number of minutes that a student reports late to school is also recorded. Minutes will be added up and counted toward a school day. Example: 15 minutes X 28 days = 1 school day.

Students arriving after 8:30 AM must enter the building from the Front Entrance with their parent or guardian. The parent or guardian must sign in at the Receptionist Desk. All other doors will be locked at 8:30 AM. This enhances school safety while ensuring that each tardy offense is verified. **Parents and guardians must call the school before 9:00 AM to order a school lunch if their child will not be packing a lunch that day.**

Students will be issued a tardy letter after three (3) tardy offenses. A copy of the letter must be returned to school with the parent/guardian's signature. After five (5) tardy offenses, the student will receive a one-hour after school detention (3:30 – 4:30 PM).

Parents/guardians will be responsible for transportation. The parents/guardians will also be expected to attend a conference with a school representative to discuss tardiness.

After an accumulation of ten (10) tardy offenses, the student will be suspended for one day and recommended for an Administrative Review. Students are responsible for completing all schoolwork during the period of suspension.

ATTENDANCE

All students are expected to report to school every day and on time. Illness is the primary excuse for absence. Students should return to school from an absence with a parent/guardian's note or doctor's excuse.

A written medical excuse is required for an absence of three (3) or more consecutive days. If a student will be absent for more than three (3) consecutive days, the parent/guardian should notify the student's teacher so that the parent/guardian can arrange to pick up assignments.

Any absence that is not verified with a written excuse note from the parent/guardian or a doctor shall be recorded an "unexcused absence." If a parent/guardian forgets to send or bring the required excuse note on the day that the student returns to school, the parent/guardian shall have three (3) days following the absence to send/bring the written excuse note to their child's teacher.

Parents/guardians will receive a letter after three (3) unexcused absences. After five (5) unexcused absences, parents/guardians will receive a second letter and a warning. After ten (10) unexcused absences, parents/guardians will receive a letter titled NOTICE OF ILLEGAL ABSENCES. This letter and copies of the three and five day letters will be attached and sent to the district justice. Parents /guardians will have to appear for a hearing and may be subject to a fine from the County of Dauphin.

Parents/guardians must notify the school receptionist by 2:30 PM if a child is to be dismissed early from school. Parents/guardians must send a note to the teacher about the early dismissal. Early dismissal from school should be for medical appointments or real emergencies, not for conveniences. Parents must send a doctor's note verifying the early dismissal, lateness or half-day absence. Student will be dismissed at the scheduled time of 3:30 PM. When an early dismissal is necessary, parents/guardians must come inside the building to sign students out at the Front Desk. Students will only be released to the parent/guardian of record or to persons designated on the school's emergency forms completed by the parent/guardian. If the names of the persons on the emergency form changes, it is the parent/guardian's responsibility to send a note to the school administration with the changed information.

Approved by the Board of Trustees _____

Effective Date _____

Policy Number _____