PHOENIXVILLE AREA HIGH SCHOOL
ATTENDANCE PROCEDURE

Attendance Procedures
1. School begins at 7:24 a.m. Students are expected to be in their homerooms prior to the 7:24 bell to avoid tardiness. It is expected that every pupil will be in attendance every day during the school term and attend all classes.

Parents/guardians are to call the attendance office the evening before or morning of the day the student will be absent or late: 484-927-5115. At the tone please state the student’s full name, grade, reason for the absence or tardiness, date, who is calling in the absence or tardiness, relationship to the student, and a phone number where you can be reached.

2. Returning to school after an absence, each pupil must present a written excuse within three school days giving the reason for the absence. Failure to provide a written note within three school days of the absence will result in an unexcused or unlawful absence. Students will not be permitted to make up academic work unless the absence is excused. Emails are not an acceptable form for a written excuse. Each excuse note which is presented must have the following information:
   - Date of return to school
   - Full name of student as used in skyward
   - Date of absence
   - Grade of student
   - Reason for absence
   - Signature of parent/guardian
   - Phone number (home & work) for verification of the note

Students who miss three or more consecutive days due to illness, a doctor’s note must be presented to return. If this requirement is not met, the absence will be treated as an unexcused absence.

3. Upon returning to school, students are responsible for making arrangements with their teachers to make up the work which they missed as a result of their absence. If the work is not made up the in the time required by your teacher, the work will be marked late. Assignments other than homework will receive a 10% penalty for each day of lateness beyond the due date. Assignments that are more than five days late will receive a grade of 28%. Homework will not be accepted late for credit.

Early Dismissals
Requests to leave school early for an emergency appointment or other urgent reason will be considered if a note from the parent or guardian is presented by the student to the staff members at the cafeteria before school or in the attendance office during the school day. The note must include:
   - Student’s full name and grade
   - Specific reason for the early dismissal (name of the person/place to whom/which the student is going)
   - Time at which the student is to be dismissed
   - Parent or guardian’s name and signature
   - Phone number where the parent or guardian may be reached for verification of the note.

Eighteen year old students are not permitted to sign themselves in or out of school for any reason.

Late to School
Any student who enters the school after 7:24 a.m. (the beginning of homeroom) will be considered tardy. The student is responsible for going directly to the Attendance Office. Students who are unexcused late after first period will be considered to have cut the class(es) that were missed.

Any student who reports to school after 9:31 A.M. (then end of second period) will not be permitted to participate in any extracurricular activity scheduled for that day unless presenting a doctor’s note excusing their tardiness or having permission from a building administrator.

Students are required to produce a written excuse for their tardiness in order for a determination to be made as to whether they will be considered excused or unexcused. Lateness which results from oversleeping, missing the bus or transportation problems occurring as a result of using a private vehicle will be unexcused. Unexcused tardiness will be considered as a class cut. When a student cuts class, they forfeit the right to make up the work missed, in addition to other disciplinary action.

Excused lateness may be granted for the same reason excused absences may be granted. After five (5) excused lateness’s in a semester, a student will require a doctor’s note or other corroboration beyond a note from the parent or guardian. Failure to provide corroboration beyond the allotment for each semester will result in them being classified as unexcused or unlawful.
For the school year late to homeroom/school:

- 3 – 4 unexcused lateness to homeroom/school, the student will receive an after school detention.
- 5 – 6 unexcused lateness to homeroom/school, the student will be assigned a Saturday detention and the parent/guardian will be notified by mail.
- 7 – 9 unexcused lateness to homeroom / school, the student will receive an ISS, and the parent/ guardian will be notified by mail.
- Continued lateness beyond the tenth (10th) unexcused lateness will result in progressive disciplinary action and parent conference.

Late to Class
It is important that students get to class on time. If a student is more than fifteen (15) minutes late to class it will be considered a class cut, follow procedures for Cutting Class. The failure of a student to report to class on time (1-14 minutes late) will warrant the following discipline action:

- 3 – 4 unexcused late to class, the student will receive a teacher detention
- 5 – 6 unexcused late to class, the student will have a discipline referral, administrative detention or Saturday detention at the administrator’s discretion.
- 7 – 9 unexcused late to class, the student will receive an ISS and parent notification.
- Continued lateness beyond the tenth (10th) unexcused lateness to class will result in progressive disciplinary action and parent conference.

Unauthorized Absences

Truancy
When a student is absent from school without authorization:

- 1st – 2nd offense – after school detention and zero for the day in each class.
- 3rd offense – Saturday detention, zero for the day in each class. Parent notification and parents of students of compulsory school age will receive a letter of first notice which indicates the next unexcused absence will warrant the initiation of legal proceedings.*
- 4th and all subsequent offenses – ISS or OSS at administrator’s discretions, zero for the day in each class missed, and parent/guardian along with the student will be required to meet with a building administrator.

*If the student is under seventeen (17) years of age, each day of truancy (unlawful absence) is calculated towards the three day count for unlawful absences. Upon reaching a third truancy, a Notice of Truancy will be sent to the parents/guardians of the student. Once parents have been sent a Notice of Truancy and another unlawful absence occurs at least 4 days after the receipt of the notice; a citation will be issued for truancy. This may result in a fine up to $300.00 plus court costs.

For any student who is seventeen (17) years of age and older, the unexcused day is calculated towards the ten (10) day count for unexcused absences. If a student accumulates ten (10) or more consecutive unexcused absences the student may be dropped from school rolls.

Cutting Class
Cutting class is defined as any unexcused, illegal or illegitimate absence from class. Students who enter school after the end of the first period without a legitimate excuse will be marked unexcused and the absence will be treated as a class cut. When a student cuts a class, he or she forfeits the right to make up the work missed and will receive a zero (0) for the day of the class he/she cuts.

The following disciplinary measures will be taken for cuts in a particular class:

- 1st Cut - will result in being assigned an administrative detention and the parent guardian will be notified by the teacher
- 2nd Cut - will result in being assigned a Saturday detention and the parent guardian will be notified by mail
- 3rd Cut - Will result in parent/guardian conference and additional disciplinary consequences.
- Continued cutting will result in OSS, parental conference, a referral for an alternative placement, and/or a referral for a due process hearing before the school board for expulsion.

Unauthorized Leaving of School
Students are not permitted to leave school or the school ground for any reason without permission. Permission to leave school before the regular dismissal time MUST be obtained from an administrator. Permission will only be granted if the school calls the parent or guardian and receives permission from the parent or guardian to allow the student to leave.

Leaving school without securing proper authorization will result in one or more of the following: assignment to Saturday detention, a parental conference, ISS, OSS, a referral for an alternative placement, or a referral for a due process hearing before the school board for expulsion.