DENIAL OF CREDIT

- 90% ATTENDANCE REQUIRED IN EACH CLASS

- AT NINE (9) ABSENCEs OR FOUR (4) FOR ONE HALF CREDIT COURSE - PHONE CALL TO PARENT

- AT EIGHTEEN (18) ABSENCEs OR NINE (9) FOR ONE HALF CREDIT COURSE - CERTIFIED LETTER TO PARENT FOR MEETING WITH PRINCIPAL
ATTENDANCE PROCEDURES

- CALL STUDENT OUT OR LATE FOR SCHOOL TO 484-927-5115.

- PROVIDE NOTE WITHIN THREE (3) SCHOOL DAYS OF STUDENT RETURNING TO SCHOOL. OTHERWISE THE ABSENCE WILL BE CLASSIFIED UNEXCUSED/UNLAWFUL. ZERO FOR DAY IN ALL CLASSES.

- NO EMAILS ACCEPTED AS WRITTEN NOTIFICATION

- DOCTOR NOTE REQUIRED FOR THREE (3) OR MORE CONSECUTIVE ABSENCES.
EARLY DISMISSAL

- NOTE TO ATTENDANCE OFFICE BEFORE HR
  - STUDENT NAME, SPECIFIC REASON, TIME, PARENT PHONE NUMBER, DATE, SIGNATURE OF PARENT

- EIGHTEEN (18) YEAR OLD STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES IN OR OUT

- AFTER FIVE (5) EARLY DISMISSALS PER SEMESTER A DOCTOR NOTE IS REQUIRED
FAMILY VACATION

- USE NON-SCHOOL SPONSORED TRAVEL FORM
  - POSTED ON HIGH SCHOOL WEBSITE AND IN MAIN OFFICE

- WRITTEN REQUEST AT LEAST FIVE (5) DAYS PRIOR TO EVENT

- MAY NOT BE APPROVED IF FAILING TWO (2) OR MORE SUBJECTS OR CHRONIC TRUANT
RELIGIOUS OBSERVATION

- ALL ABSENces FOR RELIGIOUS HOLIDAYS OR RELIGIOUS INSTRUCTION WILL BE EXCUSED

- ABSENCE FOR NO MORE THAN THIRTY-SIX (36) HOURS PER SCHOOL YEAR
COLLEGE VISITATION OR EMPLOYMENT INTERVIEW

- SUBMIT A NON-SCHOOL SPONSORED TRAVEL FORM
- WRITTEN REQUEST AT LEAST FIVE (5) DAYS PRIOR TO EVENT
LATENESS

- TARDINESS CLASSIFIED AS EXCUSED OR UNEXCUSED

- AFTER FIVE (5) EXCUSED LATE IN A SEMESTER A DOCTOR NOTE IS REQUIRED

- STUDENTS MUST ARRIVE BEFORE 9:31 TO PARTICIPATE IN EXTRACURRICULAR ACTIVITY FOR THAT DAY OR EVENING
LATE TO SCHOOL

- STUDENTS WHO ARRIVE AFTER 7:35 ARE TARDY TO SCHOOL. REPORT DIRECTLY TO THE ATTENDANCE OFFICE.

- DISCIPLINE FOR UNEXCUSED LATE TO HR/SCHOOL:
  - 3 - 4 AFTER SCHOOL DETENTION.
  - 5 - 6 SATURDAY DETENTION. NOTIFICATION BY MAIL.
  - 7 - 9 ISS. NOTIFICATION BY MAIL.
  - BEYOND THE TENTH (10TH) PROGRESSIVE DISCIPLINARY ACTION AND PARENT CONFERENCE.
LATE TO CLASS

- ARRIVE TO CLASS BETWEEN 1 - 14 MINUTES AFTER BELL.

- DISCIPLINE UNEXCUSED LATE TO CLASS:
  - 3 - 4 TEACHER DETENTION
  - 5 - 6 ADMINISTRATIVE DETENTION OR SATURDAY DETENTION AT THE ADMINISTRATOR’S DISCRETION.
  - 7 - 9 ISS. NOTIFICATION BY MAIL.
  - BEYOND THE TENTH (10TH) PROGRESSIVE DISCIPLINARY ACTION AND PARENT CONFERENCE.
CUTTING CLASS

- UNEXCUSED ABSENCE FROM CLASS OR MORE THAN FIFTEEN (15) MINUTES LATE. RECEIVE A ZERO FOR THAT CLASS.

- DISCIPLINE
  - 1ST CUT - ADMINISTRATIVE DETENTION AND NOTIFICATION BY THE TEACHER
  - 2ND CUT - SATURDAY DETENTION AND NOTIFICATION BY MAIL
  - 3RD CUT - PARENT/GUARDIAN CONFERENCE AND ADDITIONAL DISCIPLINARY CONSEQUENCES.
  - CONTINUED CUTTING - OSS, PARENTAL CONFERENCE, A REFERRAL FOR AN ALTERNATIVE PLACEMENT, AND/OR A REFERRAL FOR A DUE PROCESS HEARING BEFORE THE SCHOOL BOARD FOR EXPULSION.
ABSENT FROM SCHOOL WITHOUT AUTHORIZATION

DISCIPLINE

- **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. PARENTS OF STUDENTS WHO ARE YOUNGER THAN 17 YEARS OF 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.
AUTHORIZED LEAVING OF SCHOOL

- STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL OR SCHOOL GROUNDS FOR ANY REASON WITHOUT PERMISSION

- DISCIPLINE
  - ONE OR MORE OF THE FOLLOWING: SATURDAY DETENTION, A PARENTAL CONFERENCE, ISS, OSS, OR A REFERRAL FOR AN ALTERNATIVE PLACEMENT