

## Attendance

Student attendance is vital to success at school. The Penn Manor School District's attendance policy is outlined in the school calendar. This policy requires students to submit a medical excuse or parent note within 3 days of returning from an absence. When a student's attendance pattern becomes a cause for concern, students and parents will be notified according to the following plan:

- at 3 unlawful/unexcused absences--a letter is sent home
- 4-6 unlawful/unexcused absences--disciplinary consequences as outlined in student handbook
- 7 unlawful/unexcused absences--student will be assigned to administrative detention after school to discuss attendance
- Further absences may result in referral to
  - Student Assistance Program (SAP)
  - Meetings with school counselor
  - Meeting with parents
  - Development of a Truancy Elimination Plan
  - Continued disciplinary consequences
  - Outsourcing for additional assistance

Thank you for your assistance in assuring your child attends school regularly and on time.