

Why is Attendance Important?

- When students are not in school, they miss valuable class instruction which can cause them to fall behind.



- Studies show that students who attend school regularly pass state tests in reading and math at much higher rates.
- Students who do not attend school regularly may be less likely to develop responsibility, self-discipline and effective work skills that are taught.

What Can Parents Do?



- Know that school attendance is a shared responsibility between parents and students.
- Instill good habits in your children and stay interested in what they are doing in school.
- Talk to your children about issues that may be making them late to school or absent from school.
- Make sure your children know that you do not approve of them being tardy or absent.

Lackawanna Trail Jr-Sr High School

PO BOX 85, Tunnel Hill Road
Factoryville, PA 18419

Phone: 570-945-5181

District webpage: www.ltsd.org

HS webpage: <http://www.ltsd.org/HSWEBPAGE/indexhs.htm>

Lackawanna Trail
Jr-Sr High School

***YOUR
ATTENDANCE
MATTERS***



John Rushefski, Principal

Tania Skotleski, Assistant Principal

Attendance

Compulsory Attendance Law

It is mandatory under the Pennsylvania Compulsory Attendance Law that students attend school regularly. The administration of Lackawanna Trail is committed to complying with these regulations.

Tardiness

Tardiness is defined as coming to school late. If a student comes to school after 7:45AM, but prior to 10:30AM, he or she will be considered tardy.

Arrival after 10:30 AM will be considered a 1/2 day AM absence.

Early Dismissal

In order for students to leave school before the normal end of the school day, they must present a written request from the parent or guardian to the office at the beginning of the school day. This note should include at least the following information: Student's name, date and time of departure, reason for request and time returning. The note should be signed by a parent and include a contact number.

Departure prior to 11:15 AM is considered a 1/2 day PM absence.

SAMPLE EARLY DISMISSAL	
<input type="radio"/>	1/17/09
	Please excuse Stan Smith (11 th grade), from school at 9:30AM, for an orthodontist appointment with Dr. Tooth. He will be returning to school at 11:00AM.
<input type="radio"/>	Sandy Smith 555-4321

Excused Absences

Parents may write excuses for their child for 15 days of absence during a school year. Thereafter, a physician's note is needed, or the absences will be considered unexcused.

- Students are responsible for obtaining and submitting their excuses to the main office.
- Excuses must be submitted within 3 days of an absence.

Unexcused Absences

If a student accumulates 3 days of unexcused absence before the 15 day parent note limit is reached, all future absences will require a physician's note.

If a student attends less than 4 periods during the school day, the tardy and/or early dismissal will be converted to a full day absence. (Periods 5/6, 6/7, 7/8 and 8/9 are considered one period not two.)

CONSEQUENCES FOR EXCESSIVE TARDIES OR ABSENCES

Disciplinary action
Students who are repeatedly tardy (unexcused) to school will receive detentions and/or suspension as per the student handbook.

3-Day Letter
When a student accumulates 3 unexcused absences, administration will send an "Unlawful Unexcused Absence Letter" to his/her residence which will include the dates of absences and a warning about future consequences.

Legal Action
If an additional illegal absence should occur (4 total) legal action may be taken through the local magistrate for violation of Compulsory Attendance Laws (Truancy).
Punishment for being guilty of truancy may include community service, fines, court costs, loss of driver's license, jail time.

Extracurricular Activities

Students must be in school for at least half a school day in order to participate in extracurricular activities. If a student misses more than half a school day and has an excuse from a medical professional, it must be approved by administration prior to the student participating in the extracurricular activity.

Driving Privileges

Any student who drives to school must display responsibility though their prompt arrival to school. Students who are tardy to school will receive a warning letter after being late to school 5 times. Students who accumulate 7 unexcused tardies to school will have their parking permit and school driving privileges revoked.



Field Trips

Students who are excessively late or absent from school may be restricted from participating in school field trips.

College Visitation & Family Educational Trips

Trips of this nature may be excused but need to be approved by the administration at least 1 week in advance of departure. Only 5 days per year will be considered. Trips will not be approved during the PSSA, Mid-term exam and Final exam testing windows. If approved, students are responsible for requesting and completing academic assignments.