

**SGT DOMINICK PILLA MIDDLE SCHOOL  
ATTENDANCE POLICY  
2020-2021**

Parents are responsible for having their children attend school on a regular basis. It is imperative that students attend school unless they are ill; students cannot achieve academic success without good attendance. The school day is from 8:25 am – 2:45 pm. Student arrival begins at 8:15 am. **If a student is absent, please call the school to report the absence. All students returning from an absence must submit a written excuse from their parent or guardian. When an absence is due to a communicable disease, a note of re-admission from a physician is required.** Students are responsible for making up all missed school work.

- I. Excused absences: The following will be considered excused absences:
  - a. Student illness – When a note from a physician is provided within three(3) days, the absence will be recorded as excused. A parent note explaining illness will not be recorded as excused, but will be kept on file in the attendance office.
  - b. Death in the immediate family – A note from the parent/guardian is required stating the relationship of the deceased and must be submitted within three(3) days of returning to school.
  - c. Medical/dental examinations – If possible, these should be taken care of outside of school hours. A student must have a doctor’s note upon returning to school.
  - d. Religious holidays – Students may be excused for religious holidays recognized by the State Board of Education. A note from the parent/guardian must be submitted within three(3) days after the absence.
- II. All other absences will be considered unexcused including missing the bus, family vacation, truancy, etc, even if a note is provided.

**EARLY STUDENT DISMISSAL**

Students are not permitted to leave the school building during school hours unless a parent has requested an early dismissal in writing. These requests should be submitted to the office before the start of the school day. If someone other than a parent or guardian will be picking the student up, that person’s name must be listed in the note and identification must be provided. No student will be released to anyone other than a parent or guardian without a note.

**TARDINESS/EXCESSIVE LATENESS**

Students are expected to arrive promptly to school and to each assigned class. If students arrive after 8:23 am, they are to report to the front desk and obtain a late pass.

**ATTENDANCE POLICIES/DISCIPLINARY ACTIONS**

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| Up to 4 Unexcused Absence/Tardies | <ul style="list-style-type: none"> <li>● Phone call requesting notes.</li> <li>● Detention assigned.</li> </ul>  |
| 5-9 Unexcused Absences/Tardies    | <ul style="list-style-type: none"> <li>● Warning letter.</li> <li>● Student on Restriction List for MP.</li> <li>● Detention assigned.</li> </ul>                |
| 10-14 Unexcused Absences/Tardies  | <ul style="list-style-type: none"> <li>● Attendance Officer phone calls/visit.</li> <li>● Student on Restriction List.</li> <li>● Detention assigned.</li> </ul> |
| 15+ Unexcused Absences/Tardies    | <ul style="list-style-type: none"> <li>● Court.</li> <li>● Student on Restriction List.</li> <li>● Further disciplinary action.</li> </ul>                       |