

The School District of Philadelphia  
Albert M. Greenfield  
2200 Chestnut Street  
Philadelphia, PA 19103  
(215) 400-7810

**Attendance Policy 2017-2018**

September 2017

Dear Greenfield Parents and Students,

Welcome back! We hope that you had an enjoyable summer and are looking forward to a successful school year! Please take this opportunity to review the following **School District Attendance Policy** and sign where indicated to acknowledge your understanding.

Consistent and prompt attendance ensures that our students will not miss valuable instructional time or opportunities that will enhance their success in school. Students are required to be at school everyday with the following exceptions:

- |                              |   |
|------------------------------|---|
| 1. Illness                   | 5. Death in family                                      |
| 2. Quarantine                | 6. Educational tours and trips,<br>with prior approval. |
| 3. Recovery from accident    | 7. Authorized school activities                         |
| 4. Required court attendance |   |

A written or typed excuse from the parent or guardian with signature must be submitted to the child's teacher within **three (3) calendar days** of the absence, but preferably on the day that the student returns to school. *In order to ensure that all absences are properly coded, e-mailed notes to the teacher are not permitted as excuse notes.* Failure to provide a written excuse within this time period will result in a **permanent** unexcused absence. Illness related absences of three (3) or more consecutive school days must be supported by a doctor's note verifying the student's illness.

**Religious Holidays and Religious Instruction:**

Written request by a parent or guardian is required to excuse a student from school activity for observing a religious holiday approved by the SRC. The student may not miss more than thirty-six (36) hours per school year for religious purposes.

**Educational Tours/Trips:**

The school may excuse a student from attendance in order to participate in a **non-district sponsored** educational tour or trip under the following conditions:

1. The parent or guardian submits a written request for excusal prior to the absence; **and**
2. The educational tour or trip has been approved by the Principal.

The school may limit the number and duration of excused tours or trips.

**Important guidelines to remember:**

\*If your child misses three **(3)** consecutive or non-consecutive days and has not turned in an excuse note:

-You will receive a C-31, which is a legal notification of unexcused absences.

\*If your child misses six **(6)** days and has not turned in an excuse note:

-You will receive notification that your child will be entered into the Response to Intervention (RTII) process, and your child's attendance will be closely monitored.

\*After nine **(9)** cumulative absences for illness for which a parent writes an excuse note, only doctor's notes will be accepted as excuses for all subsequent absences.

\*If your child misses ten **(10)** days and an excuse note has not been turned in:

-You will be referred to DHS if your child is in K-3rd or Truancy Court if your child is in grades 4-8<sup>th</sup>.

**Lateness/Early Dismissal Policy:**

**Please note that school begins at 8:21 am and dismisses at 3:00 pm for all students. Students will be marked late if they arrive after 8:25 am.**

If a student arrives after 10 AM or leaves before 1 PM, the student will be marked as half day unexcused. Two unexcused half days will add up to a full day unexcused absence.

It is important to understand the correlation between daily attendance and academic achievement. Please do your best to ensure that your child has prompt and daily school attendance.

Please sign the bottom portion of this letter to acknowledge you have reviewed this policy and return it to your child's teacher by **Monday, September 18, 2017**. If you have any questions or concerns about your child's attendance, please contact the School Counselor, Jennifer Stern (jestern@philasd.org) or the Secretary, Ms. Sherry Fraser

Thank you,

Dan Lazar  
Principal

Jennifer Stern  
School Counselor

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***PLEASE SIGN BELOW AND RETURN TO YOUR CHILD'S TEACHER BY SEPTEMBER 18, 2017!!***

I understand the above attendance policy and the correlation between academic success and daily school attendance. I will make a conscious effort to ensure my child's prompt and consistent school attendance.

Child's Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

