**John Marshall Elementary**

**4500 Griscom Street**

**Philadelphia, PA 19124**

Mr. Lawrence, Principal

Ms. Jones, Assistant Principal (215) 400 - 3950

*Be relentless with analyzing student data to drive instruction. Everyone will be lifelong learners.*

*Place students in small groups to meet their individual needs. We will be superheroes to fight for a positive school “neighborhood!”*

**Attendance Guidelines**

**Purpose:**

* To provide procedures and general guidelines for the attendance and truancy process, in order to improve attendance for all School District of Philadelphia (“District”) students, and to identify and address attendance challenges in order to support desired student outcomes.

**Attendance Reconciliation**

* **Tech-related lateness/ absences are ONLY excused on the day that they are reported** (Ex. Billy’s computer took a long time to load. As a result he logged on to Ms. Smith’s class late. Billy’s guardian informed Ms. Smith of this on the same day that it occurred. Ms. Smith notifies Ms. Ratcliff so that Billy’s lateness can be excused).
* Notes must be sent to the office or teacher within **three (3) days** upon the child’s return to school. If the note is not turned in within the required time frame, **the day(s) may not be excused. This includes lateness as well.**

**Late Students**

* Students who log on **between 9:15am and 10:30am are considered tardy**. The tardiness will be **unexcused** unless proper documentation is provided or if the student’s tardiness is due to a tech issue. **If it’s tech-related, remember to notify the office or teacher.**

**Absent Students**

* If a student arrives **after 10:30am**, they are considered **absent (half day AM).** If they do not provide a note, the absence will be considered unexcused. If they provide a note; it will be excused. **This does not mean that they will now be considered present or tardy. They are still absent (HALF DAY AM), it’s just excused.**
* If the student arrives late/dismissed early and goes to a medical appointment, the parent should submit a note so that the half day absence can be excused. If not, the absence will remain unexcused. Early dismissal ends at 2:30pm.
* Students must be in school **a minimum of TWO HOURS to be counted present**. If a student arrives at school and has a dismissal at 10:00am, unless a doctor’s note is presented the student will be marked absent for the entire day.

**Excused/ Unexcused**

* **Excused absences** apply under circumstances such as:illness or injury • teen parent leave (30 school days) after the birth of a child • death/funeral-related absence • educational-related trips or activities • required court appearance • out of school suspension • religious holidays • family emergency • other urgent reasons.
* **Funeral Leave** There are specific guidelines used by principals in authorizing the number of days to excuse student absences due to death in the family: ● Five (5) days, including the day of funeral, taken within ten (10) working days from date of death: parent/step-parent, spouse or child. ● Three (3) days, including day of funeral, taken within ten (10) working days from date of death: sibling, grandparent/step-grandparent, or resident of the same household as student. ● Day of funeral: aunt, uncle, first cousin, niece, or nephew. Note: A funeral excuse note is required, upon the student’s return to school from funeral leave.
* All absences resulting in a total of **three (3) or more consecutive days** will require a written excuse note by a licensed healthcare provider.
* **Notes must be given to the office or teacher within three (3) days upon the child’s return to school. If the note is not turned in within the required time frame, the day(s) may not be excused.**
* If your student is in crisis, they **MUST** return with a copy of their discharge papers. **This information can be emailed directly counselor, Mrs. Henson, and Ms. Vaughn.**

* An **unexcused absence** occurs when a student is absent without a valid excuse in writing. That means that either no written notice was submitted to the school upon the student’s return or that the reason provided in the notice was deemed invalid. ***Examples of invalid excuses include (but not limited to):*** • babysitting • illness of a family member• waking up late• vacation.
* If a student is absent due to their parent/ guardian being sick/ injured/ having an appointment themselves/ etc, it will **NOT** be excused unless it falls under **exeunting circumstances** in which formal documentation is required.
* **Truant:** Having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. **Habitually truant:** Six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. **Chronically truant:** Ten (10) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Notes**

Please reference the following table when determining what type of note is needed based on the reason for the absence/ lateness.

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| **Reason** | **Note Type** |
| **Sick (less than three days), Tech issues, behavioral issues, Funeral/ Death in Family (less than 3 days).** | Text message, class dojo, email, or handwritten. The note must encapsulate the dates in question.  |
| **Court appearances, doctors’ appointments, dentist appointments, Sick (more than three days), Funeral/Death in Family (exceeding more than 3 days), and extracurricular activities.** | A typed letter that includes the name of the institution/ physician’s office/ funeral home/ organization along with the student’s name and the corresponding dates is required.  |

If a parent/guardian feels that there is an error or discrepancy on their student’s attendance record, it should be addressed with the school. They must provide proper documentation in order for any corrections to be considered. This documentation should consist of a written excuse note or other documentation from the parent, if it is less than three (3) days from the date of absence. An excuse note from a licensed health care provider is required if the absence totals three (3) consecutive days or more. Once the information is given to the school for review, either the principal or their designee will approve or deny the change. Requests for changes to the current school year attendance can be done at the school level; requests for changes for the prior school year, and all documentation required, must be submitted to the Office of Attendance & Truancy via email at attendanceandtruancy@philasd.org.

**FAQS**

**Ways to communicate attendance concerns:**

* Email Ms. Ratcliff: uratcliff@philasd.org.
* Text Ms. Ratcliff: 215-454-0965
* Call Ms. Ratcliff: 215-454-0965 or 215-400-3950
* Email Counselor:

Ms. Henson: jbrowne@philasd.org

Ms. Vaughn: mvaughn@philasd.org