



Holicong Middle School

Attendance Procedures – Updated as of February 22nd, 2021

How do I notify the school that my child is absent? Two options:

1. Email us directly at HOLICONGATTENDANCE@CBSD.ORG. **This is the most efficient way to excuse an absence.**
2. Call the attendance line (267-893-2700) and follow the prompts.

The school must have documentation within 3 days of an absence. Students with 3 or more unexcused absences may be required to have a SAIP (Student Attendance Intervention Plan) meeting with parents/guardians, counselors, and administration.

5-Day Traditional Students

1. **Absences** – Students will be coded as absent if they are not physically present in school. The attendance code will be changed to “**Excused**” once we have the communication from the parent/guardian (students cannot excuse themselves). Please email our attendance office at holicongattendance@cbsd.org. If a communication is not received from a parent/guardian, the student absence will be coded as “**Unexcused.**”
 - Students are permitted to join classes online through teacher Teams links (not required and at parent discretion) – the absence will remain as excused as we will not be marking individual class attendance or using the “virtual present” for the day or each individual class.
2. **Virtual Present** – This code will no longer be used for regular school attendance. This code will be used under the following circumstances as approved by the school nurse:
 - Quarantine (positive case or close contact from COVID Case)
 - Prolonged illnesses (3 days consecutive or more)

Online Students

1. **Absences** – Students will be coded as absent if they do not attend class or sign on the Teams call but leave the call or do not engage at the instruction of the teacher, The attendance code will be changed to “**Excused**” once we have the communication from the parent/guardian (students cannot excuse themselves). Please email our attendance office at holicongattendance@cbsd.org. If a communication is not received from a parent/guardian, the student absence will be coded as “**Unexcused.**”
2. **Note** – If a student logs in initially, but leaves the call or does not engage, the teachers will mark the student as absent with a comment so parents are aware and can reach out to the teacher as needed.

Changing Option from 5-Day to Online

Parent requesting to switch students from the 5-Day Traditional to Online learning model option for the marking period – this request needs to come from a parent and you can direct this to kshillingford@cbsd.org and mcanelli@cbsd.org as this requires multiple steps within our system and communications with staff. We will revisit this for the 4th marking period – parents will have the option for students to return to the traditional 5-Day Model.

- Note – Students cannot move “back and forth” between models during the marking period.



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As educators, we recognize that promoting regular school attendance is a key component in the successful growth and development of all students. To maximize student learning, we ask that you be mindful of our district attendance policy and school procedures. The ***Compulsory Attendance Law*** in the Commonwealth of Pennsylvania requires that an absence excuse submitted by the parent or guardian be on file for every day of the student's absence. Governor Wolf has signed new legislation to address attendance issues and provide interventions. We have included an Attendance link on the Holicong homepage that includes the information below.

PARENT SUPPORT: Attendance is an extremely important responsibility for a school. We do ask for parents' assistance in terms of notifying the office for absences and when students leave early. Please do not contact students directly via cell phone/text message. Students are only allowed to use these devices for instructional purposes and only allowed in class as directed by the teacher. If there is an issue that is more delicate in nature, please do not hesitate to contact the guidance office or administration.

What is the new state attendance policy? Under the new law, truancy is defined as a student who has had 3 or more days of unexcused absence during the current school year. We are required to run attendance reports to ensure students are meeting this requirement. If students have 3 or more unexcused absences from school, the school will notify parents in writing and offer a School Attendance Improvement Conference where school staff, parents, and students can work together to create a collaborative plan to address and remedy attendance issues.

What if my child has an appointment during the school day? If your child has an appointment during the school day, please send an email to Holicongattendance@cbsd.org to let us know what time you will be picking your child up or what time your child will be logging out of class. If picking your child up from school, please park in front of the steps below the "H" and have your ID ready when you come to the front doors of the building. Please make sure to communicate the absence in advance as we strongly discourage calling into classrooms during instructional time.

What is an excused absence? According to State Law, an excused absence includes: religious holiday, illness, death in the family, educational trips and family vacation (up to 5 days) approved by administration.

What is a tardy? A tardy is when a student is late to class or to homeroom. Students are required to be in 1st period by 7:30. Traffic is heavy on Holicong road in the morning due to CB East and thru-traffic to 202, so we do advise students arrive as close to 7:15 as possible.

What if we have a family vacation? Students are allotted five days per year for family travel. Parents and students must complete the Approved Absence Request Form (located online and in the front office) three days prior to the absence for family travel so the student can obtain work from his/her teachers and the absence will be approved by administration.

What is excessive absenteeism? This is defined as students missing greater than 10% of the school year to date at any point in the school year. If parents are aware of any medical or other issues that would cause a student to miss excessive days, we ask you contact guidance or administration in advance. If attendance continues to be an issue, we do follow the state and district truancy procedures.

How long does the student need to be present to participate in extra curricular activities that day? A student must be present in school for at least half of the school day.

What dates should we avoid taking vacation? We realize that sometimes planned absences during the year must occur, but we do ask our parents and students to review the district calendar (www.cbsd.org) to avoid planning vacations in the five days at the beginning and end of each marking period.