

\*\*\*Please refer to the DCTS Student Handbook for detailed information regarding all policies and procedures.\*\*\*

## DCTS Attendance Procedures

### Tardies:

- ✓ Students who are not in their class by 7:55am must obtain an admittance slip from the Attendance Office prior to attending class. Driving/traffic is not an excuse for tardiness.

### Absences:

- ✓ Parents/guardians should report absences between 7:15am-8:00am by calling **717-652-3170 x 7438**.
- ✓ **CALLING IN FOR A STUDENT ABSENCE DOES NOT RELIEVE THE PARENT/GURDIAN FORM THE RESPONSIBILITY OF A WRITTEN NOTE!**
- ✓ Upon return, students must present a completed note.
- ✓ Absences will be marked **UNEXCUSED** if Report of Absence/Doctor's Note is not presented to the Attendance office within 3 days following the absences.
- ✓ Any note that appears to be falsified will be verified, and discipline may follow.
- ✓ After 10 absences, a Doctor's Note will be required for subsequent absences.
- ✓ Failure to provide a Doctor's Note will result in an **UNEXCUSED/UNLAWFUL ABSENCE**.

### Early Dismissal:

- ✓ Early dismissals may be granted for medical, health/mental health appointments, court appearances, or extenuating reasons.
- ✓ Early dismissal slips must be signed by parent/guardians & submitted to the Attendance Office prior to departure.
- ✓ Please see the Attendance section of the Student Handbook for further information.

### Educational & Field Trips:

- ✓ Educational trips **will not be approved** during the first or last 10 days of the school year, or during Keystone or NOCTI testing for students required to take those exams. Trip request may also be denied for discipline, attendance, & academic standing.
- ✓ Educational trips cannot exceed more than 5 days per year.
- ✓ Forms can be obtained from the Main Office, the Cafeteria, or the Attendance Office. The form must be completed & submitted for approval by the principal at least 5 school days prior to the trip.

### Make-Up Work and Assignment Requests:

- ✓ It is the student's responsibility to obtain & make up any missed work.
- ✓ For a shorter period of absence, it is suggested that parents obtain assignments through Schoology or emailing the teachers directly.
- ✓ **Excused absences** = 1 day for each day absent; **Unexcused** = no credit
- ✓ **Absences in excess of 3 (consecutive, excused) days:** request assignments from the Guidance Office at **717-652-3170 x7432**. Call early in the morning & expect to pick up assignments at the close of the following day.

\*\*Unlawful absences will result in a complaint being filed with the District magistrate and can result in the loss of extracurricular activities, including Prom and Commencement.\*\*