



CENTRAL COLUMBIA

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District Administration Office

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Fax 570-387-0192

High School & Athletic Office

570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office

570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office

570-784-2850 Ext. 1000
Fax 570-784-2582

Subject: Attendance Procedures

Dear Parents/Guardians,

The administration of Central Columbia Elementary School is of strong belief that attendance and academic achievement go hand in hand. As a result, regular school attendance will be stressed. The guidelines found below will be followed in accordance with the Central Columbia School Board Policy #204 which can be found on our district's webpage, www.ccsd.cc.

When a student is absent from school, parents are to call the school office that day before 10:00 a.m. to inform the school of the reason for the absence. A written excuse is required when a student returns from an absence and can be handed in hard-copy to the elementary school office or e-mailed to vharmon@ccsd.cc. You will receive a call each time your child is absent if you have not informed us of the absence. If an excuse is not received within three (3) days, the absence will permanently be added to the student's file as unlawful. A doctor's excuse is recommended anytime your child does not attend school for illness and sees a doctor. The state requires a doctor's excuse for students who accumulate 10 days of absence during a school year. If a doctor excuse is not provided, fines will be issued.

Students must be in their classrooms by 8:45 a.m. or they will be marked as tardy. Parents must accompany the tardy child to the office to fill out an excuse note stating the reason for the tardiness. All tardiness for appointments must be accompanied by a doctor's note. Students who sign in after 11:45 a.m. will be marked for a half-day absence. Unexcused tardiness may accumulate into unlawful absences.

Absence and tardiness interfere with student progress and seriously affect the efficiency of the school. Therefore, punctual and regular attendance is necessary. Parents will be informed of all unexcused absences. If the student attendance problem continues, the student and his/her parents will be required to attend a school/family conference to discuss the cause of the student's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve the truant behavior. Six (6) unlawful days or more will result in a fine and possible referral to local children and youth agencies.

An Educational Tours and Trip Request Form should be completed at least two (2) weeks prior to the date of departure and can be found on our website <https://www.ccsd.cc/Content2/EducTripRequest> under the Parent tab. The principal and attendance officer will review the request and determine if it is a valid educational trip. Educational trip requests **will not be granted during the PSSA testing periods and no more than 5 days will be approved in a school year.**

Your cooperation with these attendance matters will help all of us work together to provide the best educational environment possible for students of Central Columbia Elementary School.

Respectfully yours,

Emily A. Brockmann, Principal
Brenda J. Fetterolf, Assistant Principal