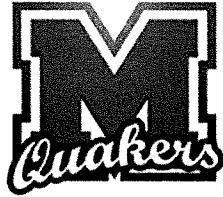


MILLVILLE AREA SCHOOL DISTRICT

PO Box 260 Millville, PA 17846

570-458-5538 X 3220 Fax: 570-458-5584

High School Office
PO Box 260
570-458-5538 X 2303
Fax 570-458-5583



Elementary Office
PO Box 300
570-458-5538 X 1000
Fax 570-458-4715

August 19, 2019

Greetings!

Welcome to the 2019-2020 school year. Attendance is an integral part of your child's academic success. The district administration would like to remind you of attendance procedures and their enforcement for the school year.

Whenever a student is absent, a parent/guardian must notify the school via a phone call prior to 9:00 a.m. on the day of the absence, followed by a written or emailed note within three days. If the written note or email is not submitted within three days of the student's return, the absence will be permanently marked unexcused/unlawful. Excused absences are defined in Board Policy #200, Pupils.

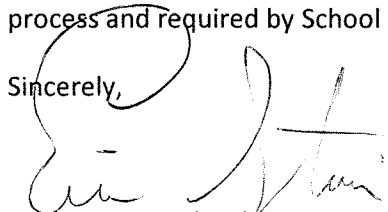
If a student accumulates ten (10) absences for any reason they will require an excuse provided by a medical practitioner or the absence will be considered unexcused/unlawful. Absences that do not count toward the 10 day accumulation include the following: Educational Journeys, College Visits, Job Shadowing, Bereavement, Participation in the Bloomsburg Fair excluding work, FFA/4-H competitions, etc.,

After three unexcused absences, a School Attendance Improvement Plan (SAIP) conference will be held with the student, parent, and appropriate school personnel. Parents or the student will not be required to attend the SAIP meeting, but one will be held regardless. Once a student accumulates six unexcused absences, charges may be filed with the District Magistrate for violation of Compulsory School Attendance law.

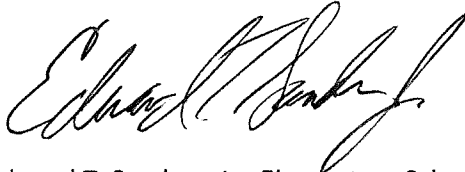
Students arriving after 7:55 a.m. or before 8:25 a.m., are considered tardy. Any student arriving after 8:25, but before 11:30, are charged with a half-day absence. Students arriving after 11:30 a.m. are charged with a full day absence. If a student accumulates three (3) unexcused tardies, a ½ day unexcused absence will be coded. In the High School, students accumulating six (6) unexcused tardies in a semester will receive after-school detention in combination with accumulating unexcused absences.

We want to thank you for your attention to this concern. Regular school attendance is paramount to the educational process and required by School Law. If you have any questions or concerns, please contact the school office.

Sincerely,



Eric T. Stair, High School Principal



Edward T. Sanders, Jr., Elementary School Principal