

## Elroy Elementary Attendance, Absence, and Dismissal Reminders 2020-2021

### Attendance Reminders

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Regular and punctual attendance is essential for a successful educational experience. Consistent attendance fosters a sense of responsibility, discipline, and good work habits. Students who are online must login each day to their classrooms and complete assignments. Failure to complete and submit assignments while online constitutes an absence. Students who are attending in person must arrive to their classroom by 8:15 a.m.

### Absences

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Any time a student is absent from school, a parent or guardian **MUST** document the reason for the absence within 3 school days. Acceptable documentation for Elroy Elementary includes the following:

1. An e-mail sent to the building secretary at [Daniele.panucci@bb-sd.com](mailto:Daniele.panucci@bb-sd.com)
2. A written note or doctor's note sent in with your child on the day they return to school.
3. Doctor's notes may be faxed directly to the school at 412-881-9448.

After 3 days without an excuse, all absences will remain unexcused. If a student accrues 3 or more unexcused absences, additional measures will be taken.

**All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.**

Online students who miss a day of instruction must submit an excuse to the building secretary within 3 days or the absence will remain unexcused.

### Arrival & Dismissal Reminders

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Student safety is the highest priority of the Brentwood Borough School District. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

The school is not and cannot be staffed to provide supervision for students beyond school hours.

### Morning Drop-Off

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Students may **not** be dropped off at school or on school property **before 8:05 a.m.** No students will be permitted to enter the building for the breakfast program unless they have pre-ordered a breakfast. Students pre-ordering breakfast may enter at 7:45 a.m. through the main school doors. Students dropped off between 7:45 - 8:05 a.m. **must** attend the Elroy breakfast program.

Doors open to all students at 8:10 a.m. Students not attending the breakfast program should **not** arrive to school until that time.

### After School Pick-Up

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Students will be dismissed out the doors through which they enter in the morning.

Students who are waiting for siblings from the MS/HS to pick them up will be supervised in the building. Siblings from the MS/HS will come to the main school doors and buzz the doorbell to pick up their sibling(s). Students may **not** be left on campus later than 15 minutes after the school dismisses. Failure to pick up your child (ren) within 15 minutes after school is dismissed will result in a report to the School Resource Officer and/or referral to the Brentwood Borough Police Department or Children, Youth, and Families (CYF).

Parents who need after school care can enroll their child(ren) in the YMCA after school care program. Information for the YMCA After School program is available in the office and at [www.bb-sd.com](http://www.bb-sd.com).