**ATTENDANCE**

**Purpose**

Regular attendance in the classroom is conducive to learning, and frequent absences from regular classes disrupts the continuity of the instructional process. Poor attendance limits accomplishments and reinforces a habit which will handicap the student in future education or employment.

**Authority**

The Public School Code of the Commonwealth of Pennsylvania requires the regular attendance of all pupils in the public schools. These requirements are found in Sections 1326, 1327 and 1329 of the Pennsylvania School Code.

**Absence Referral Process**

There shall be a distinction between what shall be termed **Excused**and **Unexcused** Absences**.**

**Excused Absences** will include the following:

1. Illness as certified by a written explanation signed by a licensed medical practitioner,
2. Death in the Family,
3. Impassable Roads,
4. Religious Holidays
5. Court Hearings
6. Family Educational Trip
7. Medical, Dental, Clinic or Hospital Appointment

**Following ten (10) days of excused absences, a letter will be sent to parents/guardians requiring a medical practitioner’s excuse for any further absences.**

**Unexcused Absences** will include absence for any reason not listed under excused absences*.* In addition, any absence which is not verified by a written excuse **within (3) school days of return** will be considered an unexcused absence.

**After the third illegal absence, the parent(s)/guardian(s) will receive a notice of illegal  
absence and that the student is considered truant. After six or more unexcused  
absences, the student is considered “habitually truant,” and the school must hold a  
student attendance improvement conference where the parent(s)/guardian(s), student,school personnel and other appropriate individuals will be invited to attend. In addition, the school must refer the student to a school-based or community-based attendance improvement program or Allegheny County Children and Youth Services (“CYS”). The school also may file a citation will be sent to the Magisterial District.**

**Half-day Absences**

A student will be charged with one-half day absence under the following conditions: Early dismissals are discouraged by the school and shall be only approved for documented reasons such as doctors or dental appointments. Other reasons for dismissal must have prior approval of the elementary director.

1. A student arrives at school after the first hour of school.
2. Student departs school one hour before the end of the day.
3. The student is tardy or leaves school early for a total of three (3) times without a medical excuse.

**Full-day Absences**

Students who arrive after 12:15 P.M. will be marked with a full day of absence.

**Due Date for Written Excuses**

1. Written parent excuses and medical excuses are due at the time of the student’s return to school and are to be given to his/her homeroom teacher.
2. A grace period of three (3) days to submit the excuses will be extended to parents and students. Absences for which excuses are not received after three (3) days will be considered unexcused absences. Please be timely in returning excuses.

**Educational Tours and Trips**

A student will be excused from school attendance to participate in an educational tour or trip if the following conditions are met:  
1. The parent(s)/guardian(s) submits a written request for excusal at least five (5) school  
days prior to the absence.  
2. The student’s participation has been approved by the Principal or his/her designee.  
3. Educational tours and trips will not be approved during PSSA testing windows if the  
student is scheduled to take the assessment.

**Releasing students during school Hours**

Note: Photo ID will be required to pick up your child. Students will be dismissed from the office. Note: Students will not be released for an early dismissal between 3:00-3:30 in order to maintain the security of the building.

Early dismissals are discouraged and shall only be approved for documented reasons such as a doctor or dental appointment, etc.

If an early dismissal is absolutely necessary, a parent should call the school prior to 2:00 PM the day of the early dismissal so the school can make the necessary arrangements. The excuse from the doctor/dentist must be brought to school and turned into the homeroom teacher upon the student’s return to school.

Any school employee may refuse to release a child from school if proper arrangements have not been made in advance, or if the adult calling for the child is not known to the school staff. This procedure is to protect the child.

**Take Your Child to Work Day**

If you are planning on having your child participate in “Take your child to work day,” please complete the form that will be sent home.