



## Attendance Policy

In accordance with 24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Boys' Latin of Philadelphia ("Boys' Latin" or "the school") has established the below attendance policy. Please note that Pennsylvania defines compulsory school age as the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six years of age until the child reaches 18 years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school. Furthermore, a student who is of 16 years of age who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law is exempt from compulsory attendance.

### Excused Absences:

In accordance with all applicable laws, the school identifies the following as excused or lawful absences:

- Student illness when the student's parent/guardian has provided a written description ("parent/guardian note") of the illness within three calendar days of the first day of absence due to the illness and the total days of absence in any one school year does not exceed 10 days. A medical note, as described below, is required to excuse students for any absence for illness of three or more consecutive school days.
- Student illness exceeding two consecutive or 10 total school days in one school year, when the parent/guardian provides a medical note, which is a note signed by a licensed physician describing the illness and substantiating that the illness requires absence from school.
- Serious illness or death in the family (mother, father, sibling, grandparent, aunt, uncle, or cousin) with written documentation. A note from a parent/guardian may be used for absence due to this reason of up to two consecutive school days. A medical note is required for absence due to this reason of three or more consecutive school days.
- The death of a close friend for which the student is experiencing extreme grief or feelings of loss. A note from a parent/guardian may be used for absence due to this reason of up to two consecutive school days. A medical note is required for absence due to this reason of three or more consecutive school days.
- Required court attendance with written documentation from the court.
- Educational tours and trips, upon written request by a student's parent/guardian and prior approval by the principal. The student's parent/guardian must submit the written request to the principal no less than seven calendar days before the requested absence. The principal shall indicate approval in writing within 48 hours of receiving the written request.
- School-sponsored field trips and other similar activities.
- Obligatory religious observances of the student's own faith, upon written request by a student's parent/guardian and prior approval by the principal. The student's parent/guardian must submit the written request to the principal no less than seven calendar days before the requested absence. The principal shall indicate approval in writing within 48 hours of receiving the written request.
- Suspension.

***A note from a parent/guardian may only excuse a student for up to two consecutive school days and no more than 10 total school days during a school year.*** All absences will be considered unexcused or unlawful until the school receives a parent/guardian note, medical note, or written documentation from the court as described above, which must be submitted within three calendar days of the absence. It is the responsibility of the parent/guardian to ensure that the school receives the parent/guardian note, medical note, or written documentation from the court within three calendar days of the absence. Failure to provide a written excuse within three calendar days may result in the absence being recorded, permanently, as unexcused or unlawful.

### **Unexcused Absences:**

In accordance with all applicable laws, the school identifies the following as unexcused or unlawful absences:

- No parent/guardian note, medical note, or written documentation from the court from a parent/guardian is received by Boys' Latin explaining the absence within three calendar days of the absence.
- An absence of more than two consecutive school days for which only a parent/guardian note has been submitted.
- Lack of required immunizations, medical plan, or exemptions after the fifth day of school.
- Other reasons not listed in the "Excused Absences" section above.

### **Consecutive Unexcused Absences:**

In accordance with state law, general education students who are absent for 10 consecutive days must be dropped from the active membership roll unless the school is provided with evidence that the absences are legal or compulsory attendance prosecution is being pursued. For the purpose of this policy, "compulsory attendance prosecution is being pursued" means that the school has referred the student to Regional Truancy Court ("RTC") as per the school's *Truancy Policy and Program Description*. When a general education student achieves five consecutive unexcused absences, the school notifies the student's parent/guardian in writing. When a general education student achieves 10 consecutive unexcused absences, the school notifies the student's parent/guardian in writing that the student has been dropped from the active membership roll. The school furthermore notifies the student's school district of residence in writing.

In accordance with state law, the standard disenrollment procedure described above does not apply when a student with a 504 Service Agreement ("504 Plan") or an Individualized Education Plan ("IEP") have achieved 10 consecutive unexcused absences. Instead, in compliance with the law, Boys' Latin complies with the following procedures.

- Procedure for students with a 504 Plan:
  - On the day a 504 Plan student accumulates five consecutive unexcused absences, the school issues a written notification to the parent/guardian stating that:
    - The student has accumulated five consecutive unexcused absences.
    - The parent/guardian is to withdraw their student if the student attends another school.
    - The school will convene a School Attendance Improvement Conference ("SAIC") to develop a School Attendance Improvement Plan ("SAIP") if the student's attendance does not improve.
  - On the day a 504 Plan student accumulates 10 consecutive unexcused absences, the school issues a written notification to the parent/guardian informing them of the date and time of the SAIC the school scheduled on behalf of the student. The parent/guardian must respond to the school if the date and/or time are not amenable. The SAIC is to take place within one week of this notification.
  - On the day of the originally scheduled SAIC, in the event the parent/guardian does not attend (or respond), the school is to issue a written notification to the parent/guardian offering three additional dates and times for the SAIC. Parent/guardian is informed that the third date and

- time option will be assumed for the SAIC if the school does not otherwise hear from the parent/guardian.
- On the third date and time option, the school holds the SAIC, with or without the parent/guardian present, to develop a SAIP for the student. The school issues the SAIP to the parent/guardian.
  - After issuing the SAIP, the school must wait 10 days.
  - If the school receives no reply from the parent/guardian within 10 days following the date of issuance of the SAIP, the school is to drop the student from the active membership roll and notifies the student's school district of residence.
- Procedure for students with an IEP:
    - On the day a special education student accumulates five consecutive unexcused absences, the school is to issue a written notification to the parent/guardian stating that:
      - The student has accumulated five consecutive unexcused absences.
      - The parent/guardian is to withdraw their student if the student attends another school.
      - The school will convene a SAIC to develop a SAIP if the student's attendance does not improve.
    - On the day a special education student accumulates 10 consecutive unexcused absences, the school issues a written notification to the parent/guardian informing them of the date and time of the SAIC the school scheduled on behalf of the student. The parent/guardian must respond to the school if the date and/or time are not amenable. The SAIC is to take place within one week of this notification.
    - On the day of the originally scheduled SAIC, in the event the parent/guardian does not attend (or respond), the school issues a written notification to the parent/guardian offering three additional dates and times for the SAIC. Parent/guardian is informed that the third date and time option will be assumed for the SAIC if the school does not otherwise hear from the parent/guardian.
    - On the third date and time option, the school holds the SAIC, with or without the parent/guardian present, to develop a SAIP for the student. The school issues the SAIP along with a Notice of Recommended Educational Placement ("NOREP") to the parent/guardian.
      - Please note that the change in placement is that the student is being removed from the school's active membership roll for not attending.
    - After issuing the NOREP and SAIP, the school must wait 10 days.
    - If the school receives no reply from the parent/guardian within 10 days following the date of issuance of the NOREP and SAIP, the school drops the student from the active membership roll and notifies the student's school district of residence.

### **Early Dismissals:**

Requests by parents/guardians for the early dismissal of students during school hours may be made for the purposes listed in the "Excused Absences" section above. Early dismissals like absences should only occur on rare occasions. Please make routine appointments after school hours. Ordinary household or personal matters involving students are also to be handled outside regular school hours.

To dismiss a student early from school, the student's parent/guardian must submit a request in writing to the administrative assistant of their student's school. Upon receiving the written request, the administrative assistant shall call the student's parent/guardian to authenticate the request. The written request must include how the student is to be dismissed early from school. The school offers two methods of early dismissal: (1) a student may be dismissed early from school without a parent/guardian with the written consent of their parent/guardian or (2) a parent/guardian may pick up their student from school. Parents/guardians may pick up their student from school if they are listed as a parent/guardian or an emergency contact in the school's student information system. To pick up a student, the parent/guardian must report to the main entrance of the school, present a state identification card or driver's license, and complete the early dismissal log.