



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.

Parents/guardians must notify the school of their student's absence, late arrival (tardiness), and/or early dismissal via the school's online attendance reporting form.

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 nine 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 nine 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 nine 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.

Please note that students are responsible for all work missed while absent excused from school.

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.

Please note that students who are absent unexcused from school are not allowed to participate in school-sponsored after school activities on the date on which the student was absent unexcused. If a student is absent unexcused on a Friday, then the student is not allowed to participate in school-sponsored after school activities over the weekend.

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.

notice and approval requirements stated for these reasons in the “Excused Absences” section above apply to tardies as well. Please note that students are considered tardy if they arrive after the start of the school day.

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.

Parents/guardians are asked to not dismiss their students early within 30 minutes of the end of the school day.