

ATTENDANCE POLICY

Absences

Students who are absent from school must present a written excuse containing the dates of absence, the reason for the absence, and a parent/guardian signature to the office within three (3) days of the absence. Absences for reasons of illness, funeral, medical and dental appointments, religious observance, college visitation, or court appearances will be considered excused.

When a student accumulates three days of unexcused absences, a legal written notice will be sent to the parent/guardian informing them that there has been a violation of the compulsory attendance provisions of PA School Law and that the student is now considered truant. Further violations can result in a citation being filed against the parent with the district magistrate.

Students with six (6) unexcused absences will be considered habitually truant.

- Students under the age of fifteen (15) will be referred to an attendance improvement program or to the Allegheny County Office of Children, Youth, and Families. Westinghouse Arts Academy Charter School may file a citation against the parent with the district magistrate.
- Students over the age of fifteen (15) will either be referred to an attendance improvement program or a citation will be filed with the district magistrate against the student or parent. If unexcused absences continue to accumulate, the student will be referred to the Allegheny County Office of Children, Youth, and Families for possible disposition as a dependent child.

Students are limited to no more than twenty (20) absences in a full school year and no more than ten (10) in a semester. Both excused and unexcused absences are applicable to this total. Any absence beyond twenty (20) days must be accompanied with a medical doctor's excuse. A student with a chronic health condition and/or other serious problem may petition for a waiver to the attendance policy.

Tardiness

Students who are tardy to school must sign in at the main office. Tardiness for reasons of illness, funeral, medical and dental appointments, religious observance, college visitation, or court appearances will be considered excused. All other tardies will be considered unexcused. Three unexcused tardies will equal one unexcused absence and may lead to consequences for truancy.

Early Dismissals

Early dismissals may be requested for funerals, doctor appointments, college visitations, and court appearances. Students are to present an early dismissal request to the school office listing the date, time and reason for dismissal, and including a parent/guardian signature. At the time of dismissal, the student must report to the front office to sign out of the building.

Students will only be allowed to leave the school after phone verification of the dismissal from a parent/guardian on the day of the dismissal.