

Infinity Charter School

SECTION: STUDENT POLICIES

TITLE: ATTENDANCE

APPROVED: August 22, 2004

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303. ATTENDANCE

PURPOSE:

Regular attendance is necessary to ensure the continuity of the educational process. It also develops good work habits, the feeling of mastery through success, interest in school, a sense of responsibility, and important character traits which have a positive effect on later life.

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Moreover, pursuant to Pennsylvania's compulsory education laws, all pupils between the ages of eight and seventeen are required to attend school regularly except those excused for the following reasons: (a) homebound instruction in accordance with applicable law and ICS Policy "Homebound Instruction;" (b) assignment to a school operated by the Intermediate Unit or other appropriate agency for the purpose of addressing a mental or physical disability; or, (c) engaging in regular employment in compliance with applicable child labor and education laws.

Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because: (1) The student is married; (2) The student is pregnant; (3) The student has a disability as identified in Chapter 15 (relating to handicapped students); (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs.)

Thus, it is essential that parents and Infinity Charter School authorities plan together for anticipated absences whenever possible. This will help assure fulfillment of the School's aim of helping students plan, and accept responsibility for, their actions.

I. Attendance and Absence from School

Attendance is required of all students enrolled in the School during the days and hours that Infinity Charter School is in session. The CEO/ Director may, however, excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence.

A. Excused Absences

Excused absences include the following:

1. *Illness upon receipt of a written excuse from parents.*
Parents' excuses for illness will be accepted with limitations: (i) all excuses for absences must be turned in to Infinity Charter School within three days after the pupil's return, or the absence will be recorded as unexcused; and, (ii) for three or more consecutive days of illness absence, Infinity Charter School may require a statement, after notice, from a physician verifying the child's inability to attend school. The limit for excused illness absence will ordinarily be an accumulation of ten days during the school term.
2. *Family emergencies.*
3. *Prearranged doctor and dentist appointments.*
4. *Authorized school activities.*
5. *Prearranged absences for purposes of accompanying parents on trips upon receipt of a written request from the parents.*

The written request by the parents shall include the purpose of the trip, an itinerary of travel, and the period of absence. Students will be required, at the convenience of the teacher, to complete all work missed due to prearranged absence for a trip. A student will be permitted to take no more than two prearranged absences per school year, not to exceed a total of five (5) days per school year. Trips may not be taken during the first, or last, seven days of the school year, nor during the days PSSA tests are scheduled.

6. *Attendance in a religious instruction program as permitted by the School Code.*

The School shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by Infinity Charter School. Such instruction shall not require the child's absence from school for more than thirty-six hours per school year, and its organizers must inform Infinity Charter School of the child's attendance record in the religious instruction program. Infinity Charter School will not provide transportation to religious instruction.

B. Unexcused Absences

Unexcused absences (*i.e.*, truancy) include the following:

1. *Absence from school without knowledge or permission of parents and school authorities.*
2. *Leaving school during school hours and going directly home without office permission.*
3. *Absence from school with parental consent for reasons other than those*

considered excusable.

A pupil who has been truant shall complete all work missed and make up the time s/he was truant. In case of continued nonattendance without acceptable reasons, a student may be suspended. Re-admittance will be granted only after a satisfactory conference is held between the pupil, his/her parents, and the CEO/Director.

C. Tardiness

Tardiness is any unexcused lateness to school. The following time schedule will be used to record absences from school;

- 8:31 a.m. to 9:30 a.m.: tardy
- 9:31 a.m. to 11:45 a.m.: ½ day excused or unexcused
- 11:46 a.m. to 3:15 p.m.: 1 day excused or unexcused

II. Dismissal of Students

No class may be dismissed before the regular hour for dismissal except with the approval of the CEO/Director. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the CEO/Director.

A. Rules for Dismissing Students

Since Infinity Charter School is responsible to the parent for those hours the child is in school, these rules shall be observed:

- (i) Children shall be released from school only to their parents or to persons authorized by their parents.
- (ii) In case of illness, it shall be determined that the parent or reliable adult is at home before the child is sent home.
- (iii) If any police or court official requests dismissal of a student during school hours, parents shall be notified at once, and the child shall be released only to the parent/guardian.
- (iv) Children should not be dismissed during instructional hours for non-school activities such as private music lessons, dancing lessons, Scouts, etc., unless previously approved by the CEO/Director.

B. Early Dismissal

Early dismissal from school will be provided, with parental permission, in cases of emergency. Early dismissal will be recorded in the following manner:

- 1 hr. to 3 hrs. recorded as 1/2 day of excused absence.
- More than 3 hours will be recorded as 1 day of excused absence.

Requests for early dismissal for dental and medical appointments will be honored when it is not possible to arrange the appointment during non-school time. To validate an early dismissal for doctor or dentist appointments a note or appointment card must accompany the student upon return to school.