

Attendance

It is the responsibility of the student and parent/guardian to be familiar with Attendance Policy 204 of the West Mifflin Area School District. The board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

Link to West Mifflin Area School District School Board Policy:

[WMASD Attendance Policy 204](#)

Regular and punctual attendance is important to the success of a student's school career. Students should be present and on time every day. Absences from school are listed as excused and unexcused.

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absences.

Written Excuses

Written excuses shall be submitted to the school secretaries. Any student who is absent may have the opportunity to complete any assignments upon return to school. The student shall have 3 days after the return to complete the assignment(s).

After three (3) absences from school (excused or unexcused), a doctor's note will be required upon return to school submitted to the school secretary upon arrival.

For cases of prolonged illness or hospitalization (anything longer than ten (10) consecutive days) make-up work will be determined on a case-by-case basis.

Any absences from four (4) to nine (9) consecutively, a doctor's note is required upon return to school. The student will receive the number of missed days to complete missed assignments.

Example: Five missed days the student will have five days to complete the missing assignments upon return.

Written excuses may be submitted to the school of your student one of two ways.

1. Follow the instructions provided to submit the electronic excuse.

Submitting attendance via PowerSchool instructions: [PowerSchool Parent Portal Excuses](#)

2. A paper written excuse may be submitted to the school secretaries. The excuse must include the following information:

Student's Name (First and Last):

Grade Level:

Date(s) of absence:

Reason for absence:

Printed name of parent or guardian:

Signature of parent or guardian:

Phone number (where a parent or guardian can be contacted during the day):

Date student returned to school:

Attach physician/subpoena statement if necessary:

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

The following are all LEGAL EXCUSED reasons for a student's absence:

Student Illness as verified in writing by parent or physician.

Death in the immediate family

Medical/dental appointments

Observance of a bona fide Religious holiday in accordance with a student's religious beliefs

Required court appearance (with written documentation provided to the school)

Absences approved by administration (other than urgent reasons)

Suspension from school

Approved in advance College post-secondary (High School only) educational trips or tours (See Vacation Request Form)

Vacation Request Form

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal five (5) school days prior to the absence.
 2. The student's participation has been approved by the Superintendent or designee.
 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
 4. Requests more than five (5) days, not school-sponsored will be determined based upon the student's attendance and academic record.
 5. Such trips shall not be approved during standardized tests and final exams.
 6. The student is required to write a summary of the educational trip, and give it to the principal upon his/her return.
- The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Vacation Request Form

- No Vacation Request Forms will be approved during standardized tests.

School Attendance Improvement Conference

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in

the same household as the student within ten (10) school days of the student's third unexcused absence. After the fifth (5) unexcused absence district personnel will schedule a meeting for a school attendance improvement plan.

Schools must create attendance improvement plans prior to referring truancy to the courts. A school attendance improvement conference is defined as a conference where the student's absences and reasons for the absences are examined to improve attendance with or without additional services.

The conference may include the following individuals:

- Student
- Person in parental relation to the student
- Recommended service providers
- Other school personnel

The school must hold the conference even if the parent or guardian declines to participate or fails to attend after the school provides advance written notice and makes attempts to communicate via telephone.

Tardy to school

Students who are tardy to school must report to the main office immediately upon entering the building.

- A) Once in the main office, the time of the student's arrival at school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed because of being tardy to school.
- B) The student may be tardy to school four times without facing disciplinary consequence. Beginning with the fifth unexcused tardy to school the following consequences will be issued.

After 5 five (5) times tardy = Warning letter mailed home by the school counselor and the counselor will schedule a conference with parent/guardian.

After ten (10) times tardy = Thirty (30) day social probation period. A letter will be mailed home by the attendance secretary informing the student/guardian that the student will be prohibited from attending any social events and extra circular activities, if not an active participant. This includes any school dances, plays, musicals, clubs, sporting events, pep rallies, any non-educational assemblies or activities.

After fifteen (15) times tardy = Social probation for the remainder of the school year. Student will be prohibited from attending any social events and extra circular activities, if not an active participant. This includes any school dances, plays, musicals, clubs, sporting events, pep rallies, any non-educational assemblies or activities, loss of parking privileges (High school only).

If the student was tardy to school for medical reasons, upon entry into the building the student should submit a doctor's note verifying such to the main office for consideration. Excused tardy will not count against the student.