

**WILSON AREA SCHOOL DISTRICT
ATTENDANCE CREDIT DENIAL POLICY**

1. Purpose The Wilson Area School District expects all students to attend school on a regular basis and all parents to abide by state and local regulations regarding attendance. Absenteeism and tardiness interrupt the student's educational program and interfere with academic success.

The School District encourages cooperation and communication among parents, teachers, and administrators in upholding the laws regarding attendance, enforcing District policy, and providing the maximum benefits of education to our students.
2. Authority
SC 1327 The Pennsylvania compulsory attendance requirement is found in Section 1327 of the Public School Code. Attendance becomes part of the permanent record and is referenced in recommendations.
3. Regulations Students that exceed seven (7) unexcused absences **as defined by WASD Attendance Policy 5113** for a year-long course will lose the credit value for the course(s) in question. This policy applies to all courses, including those provided by the Career Institute of Technology, Bethlehem Vo-Tech or other approved vocational technical or college programs. The grades issued in the course(s) will appear on the student's transcript but credit toward promotion/graduation will be forfeited. In cases where the district pays additional cost stipends for student participation, the student will be removed from the program upon validation of credit denial.

Credit may be denied for absences from school as well as absences from a class when those combined class absences exceed the specified limits for the length of course.
4. Notification STEP 1: After every unexcused absence, a letter shall be sent to the parents/guardians detailing the School District's policy on attendance. For the first three unexcused absences, this notification letter will be sent certified.

STEP 2: Upon acquiring seven (7) unexcused absences, a certified letter will be sent to the parents/guardians with a copy of the School District's policy on attendance and a record of the student's attendance. At this time, the student's attendance record will be evaluated. If the absences are unexcused, as defined in the school attendance policy, any subsequent unexcused absences will result in loss of credit.

STEP 3: Upon acquiring eight (8) days of unexcused absences, a certified letter will be sent to the parents/guardians indicating the student will not be granted credit for the course(s) on his/her schedule. At this time, an appeal hearing will be scheduled.

5. Attendance Policy

Excused Absences: Excused absences are granted for the following reasons:

1. Personal illness (covered by a written parental excuse)
2. Death in the immediate family
3. Major religious holiday
4. Emergencies—parents should contact the school as soon as possible
5. Educational family trip—excused absence will be granted up to five (5) days for educational family trips. Any days beyond five (5) days will be considered unexcused.

Unexcused Absences: Absences other than for the reasons already explained will be considered to be unexcused. Examples of unlawful absences include: cutting class, skipping school, missing a bus, illegal employment and any other excuse that is not acceptable according to the School Code. Failure to provide a doctor's excuse, when required, will also be considered to be unexcused. Doctors' excuses may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding five (5) days for the first semester of the school year and ten (10) days after the midpoint of the year. When a student is absent for three or more consecutive days, a doctor's excuse may be required when the student returns to school.

6. Appeal

It is possible that in the calculation and identification of

Procedure excessive absences resulting in credit denial, an error could be made or extenuating circumstances would need to be considered. Upon notification of credit denial the student and parent will be invited to participate in an appeal hearing. The hearing will include the student and parent/guardian, two building administrators, and the student's counselor.

An appeal decision may result in one of the following:

1. Identification of an error in calculation and reinstatement of credit potential.
2. Recognition of extenuating circumstances (confining illness, serious unavoidable incident, etc.) and reinstatement of credit potential.
3. Probationary reinstatement of credit potential with behavior, grade, and attendance stipulations.
4. Credit denial with reacquisition possible via summer school completion.
5. Affirmation of loss of credit.

Should the student and/or parent not agree with the results of the hearing, a final appeal can be made in writing to the superintendent.