



Chartiers-Houston School District

Administrative Offices
2020 West Pike Street, Houston, PA 15342
Phone: 724-746-1400 Fax: 724-746-3971

August 1st, 2023

Dear Parents and Students,

With August upon us, it is time to think about the new school year. As you know, daily attendance is integral to a student receiving a solid and productive education. It is vital for students to be in school with their teachers and classmates in order to participate in lessons and ask questions. This is why student attendance is taken on a daily basis. For the upcoming school year, there are some changes to the attendance policy that we want to make you aware of before students return to class on August 24th. All changes are noted in the Chartiers-Houston School Board policy manual and are aligned with the Pennsylvania attendance definitions as reported in the Pupil Information Management System (PIMS)

- Medical Excuses will only be accepted within a two-week period following the student's return to school after the absence. Only the dates listed on the medical excuse will be covered by the excuse. Should additional days of absence occur after the dates indicated on the medical excuse, they will be considered unexcused unless a parent note is submitted. However, that parent note will only be accepted if the student has less than 10 cumulative absences.
- There are no self-quarantines identified as an excused absence. Any quarantine excuse must be provided by a doctor or a nurse.
- Students who are absent due to a death in the family must provide proper documentation to verify that absence. This can be a funeral notice in the paper, funeral card, or notice on a funeral home website.
- Only five school days per year will be approved for a non-school sponsored trip or educational tour. Should that trip be extended due to extenuating circumstances like a flight delay or severe weather, an additional excuse for those extra days must be submitted to the building principal for approval.
- Parents and guardians have three school days to turn in an excuse for a student absence. After the third day if an excuse is not turned in to the building office, that absence will be designated as unexcused/illegal.
- A maximum of ten days of absences can be excused with a parent note. Additional days after those ten must be excused by a doctor's note or a court note.
- Students who have 30 unexcused/illegal absences for a yearlong course or 15 unexcused/illegal absences for a semester course will not receive academic credit for that course for the term in which they are enrolled in the class.
- Truancy times, half day absence times, and early release times are established in the attendance policy for both Allison Park Elementary and the Junior-Senior High School. Please consult the policy for the specific times for these time definitions.

These rules are in place at both buildings. By implementing these changes, we hope to have the same attendance procedures at both schools in the District. Please be mindful of these changes as the new school year begins. If you have any questions, please contact your child's principal's office.

Sincerely,

Dr. Gary Peiffer
Superintendent