

<p>SC 1327, 1329 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117, 118</p> <p>Title 22 Sec 11.21</p>	<p>The Board considers the following conditions to constitute reasonable or excusable cause for absence from school:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Required court attendance. 5. Death in family. 6. School pre-approved educational trips. <p>The Board considers the following conditions to constitute an illegal or unlawful absence from school:</p> <ol style="list-style-type: none"> 1. Absences from parental neglect. 2. Illegally employed. 3. Oversleeping. 4. Missing the bus. 5. Cutting class. <p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p> <p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.</p>
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<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency.</p>
<p>SC 510, 1318</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p> <p>Unlawful absences are unexcused absences for all students of compulsory school age. Unlawful absences are always unexcused absences. All unexcused absences cleared through the building principal are to be recorded by the teacher on daily attendance register.</p>
<p>SC 1330</p>	<p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
<p>Title 22 Sec. 11.5, 11.32</p>	<ol style="list-style-type: none"> 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in attendance in this district.
<p>SC 1327</p>	<ol style="list-style-type: none"> 3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
<p>SC 1330</p>	<ol style="list-style-type: none"> 4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
<p>SC 1330 Title 22 Sec. 11.28</p>	<ol style="list-style-type: none"> 5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

<p>SC 1327.1 Pol. 137</p>	<p>6. Students who are home schooled pursuant to Section 1327.1 of the Public School Code.</p>
<p>Title 22 Sec. 11.22</p>	<p>7. Students receiving private instruction from a properly qualified tutor.</p>
<p>Title 22 Sec. 11.34</p>	<p>8. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist.</p>
<p>SC 1327</p>	<p>9. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<p>1. Ensure a school session that conforms with requirements of state regulations.</p>
<p>SC 1332, 1339</p>	<p>2. Govern the keeping of attendance records in accordance with state statutes.</p>
<p>SC 1333, 1338</p>	<p>3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.</p> <p>4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.</p> <p>5. Ensure that students legally absent have an opportunity to make up work.</p> <p>6. Ensure that a student who incurs an unexcused absence will have an opportunity to make up missed work, including any test, quiz or oral exam. Such make-up work and tests will be corrected and evaluated by the teacher for the benefit of the student's learning; but for purposes of grading, the make-up work will be assessed the grade or points a missed test or a late assignment would have received. If the teacher assesses grades or points for daily classroom attendance or participation, the student will receive the lowest daily grade for the unexcused absence.</p>

<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p> <p>SC 1332, 1339</p> <p>4. Guidelines</p>	<p>7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under the statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</p> <p>8. Govern the keeping of attendance records in accordance with rules of the state Board. Accurate records of daily and class attendance of all pupils shall be kept in each building ad directed by the Superintendent and in compliance with the School Laws of Pennsylvania.</p> <p>A system of regular reporting of withdrawals, new entries, absenteeism and percentage of attendance shall be required by the Superintendent from each principal's office.</p> <p><u>Attendance Procedures For Teachers</u></p> <p>During the homeroom period, the teacher will check the roll and record students' absences. Each teacher is responsible for checking closely on the attendance of every student under his/her charge. All excuses must be kept on file in the attendance office. The daily schedule should be followed.</p> <p>In the secondary schools, all teachers will take accurate roll at the beginning of every assigned class period. Pupils who are absent but whose names do not appear on the absentee list must have their names submitted to the office in accordance with building procedures. Those students whose names appear on the absentee list, but who are present, must have a tardy slip signed by the office secretary or assigned attendance officer.</p> <p><u>Procedure For Parents/Guardians</u></p> <p>As part of their responsibility, parents/guardians have the duty to provide the school with an appropriate notification of their child's absence. Appropriate forms of notification include: a written excuse from the parent within three (3) days of the absence, or a Parent Call Off (PCO) the day before or the day of the absence. However, the school district retains the right to question or challenge the validity of any excuse submitted. In such cases, the burden of proof indicating that the child's absence was properly excused rests with the parents/guardians.</p>
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	<p>Parents/Guardians are expected to notify the school when an absence of several days or more is anticipated, as in the case of illness or family emergency. This enables the school to maintain an accurate accounting of all registered students; and it is especially important when home contact cannot be made during normal school hours. In cases of prolonged absences, repeated illness, or excessive absences, the school district may require that such absences be justified with a medical doctor's statement. All medical excuses must be submitted to the office within three (3) days of the student's return to school.</p> <p><u>Vacation Procedure</u></p> <p>A Vacation Request Form must be completed and submitted to the school office for approval two (2) weeks prior to the vacation beginning date. Building principals may use discretion for extenuating circumstances.</p> <p><u>Intervention Process For Unexcused And Excused Absences</u></p>
<p>SC 1332, 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1333, 1354</p>	<p><u>Unexcused Absences</u></p> <p>The school district's administration shall enforce Pennsylvania's truancy laws as set forth in Sections 1333 and 1354 of the Pennsylvania Public School Code of 1949, as amended.</p>
<p>SC 1333, 1354</p>	<p>The district shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p>
<p>SC 1333, 1338</p>	<p>Pursuant to the truancy laws, local district justices (magistrates) have various enforcement powers, including the imposition of substantial fines against the parent/guardian and/or student, referring the student as a dependent child, community service for the parent/guardian and/or student and adjudication alternative programs for the student. The school district' administration shall attempt to establish and maintain a cooperative arrangement with the elected district justices in an attempt to assure that the court's enforcement provisions are utilized in a manner that will be most likely to result in improved attendance, on a case-by-case basis, taking into account the individual student and the parents/guardians.</p>

SC 510, 1318	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or a hearing before the Board for expulsion of the student from the regular school program.</p> <p>A student who incurs unexcused absences may be denied school privileges such as participation in extracurricular activities, attendance at school-sponsored events such as dances and proms, and participation in graduation ceremonies.</p> <p>Students who are not of compulsory school age (age seventeen (17)) who miss ten (10) consecutive unexcused days of school may be automatically scheduled for an expulsion hearing before the Board.</p> <p><u>Excused Absences</u></p> <p>Note: This intervention process is to be implemented in situations where the school is not already aware that student's absenteeism is due to a physician verified illness, family emergencies, religious holiday, or vacation.</p> <p>Although the truancy laws provide prior notice to parents/guardians for unexcused absences, the school district shall follow a notice procedure for excused absences, as well.</p> <p>When a student incurs the following days of excused absences (other than those above noted), a letter will be sent to the parent/guardian stressing the importance of school attendance and enclosing a copy of this policy:</p> <p>Elementary School - Ten (10) days per year.</p> <p>Middle School - Ten (10) days per year.</p> <p>High School - Ten (10) days per year.</p> <p>A conference may also be held with the principal, parent/guardian, and at the discretion of the principal, with one (1) or more teachers or counselors. The purpose of the conference will be to review the Attendance Policy, examine any special circumstances that may explain the student's excessive absences, and/or the development of an attendance contract and possibly referral to a social agency.</p>
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Tardiness

Unexcused tardiness will be counted as individual instances. Every three (3) unexcused tardy instances will constitute .5 days of unexcused absences, regardless of minutes tardy.

All students arriving after the following times without a doctor's excuse will receive an unexcused tardy.

High School	7:40 AM
Middle School	7:44 AM
S.A.E	8:55 AM
E.C.C.	9:15 AM

*Any student with a driver's pass that accumulates more than six (6) unexcused tardies will have their driver's pass revoked.

Students, staff, and parents/guardians shall be informed at least annually concerning this policy.

Exceptions To Student Penalties Imposed Under This Policy

Exceptions to the penalties established by this policy may be granted by the discretion of the Superintendent or his/her designee when, under the individual circumstances involved, it is reasonable and prudent to do so. In such instances, the penalties imposed may be reduced to a lesser penalty or waived accordingly.

References:

School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546

State Board of Education Regulations –22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 115, 117, 118, 137