

PINE GROVE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: August 20, 1998

REVISED: July 17, 2008

204. ATTENDANCE	
<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.41, 12.1 Pol. 200</p>	<p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
<p>2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1</p>	<p>Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
<p>Title 22 Sec. 11.25</p>	<p>The Board considers the following conditions to constitute reasonable 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.
<p>Title 22 Sec. 11.26</p>	<ol style="list-style-type: none"> 6. Family educational trips. 7. Educational tours and trips.

	<p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>Unlawful (unexcused) absences include the following:</p> <ol style="list-style-type: none"> 1. Absent from school with parent's/guardian's consent for reasons other than those that are listed as excusable. 2. Leaving during school hours and going directly home without office permission. 3. Missing the bus. 4. Hunting. 5. Oversleeping. 6. Unapproved trip with their parents/guardians or other persons. 7. Truancy - absence from school without the knowledge or permission of the parent/guardian. 8. Any absence for which a written excuse by the parent/guardian is not received within three (3) school days following the student's return to school shall be considered unlawful. <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>Attendance need not always be within the 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 or therapeutic services; 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. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	
<p>SC 1327 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118</p>	
<p>Title 22 Sec. 11.21</p>	

<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. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Pol. 105.2</p>	<p>The school authorities may release students from taking certain portions of a course which are in conflict with religious beliefs. When students are released from class because of their religious beliefs, written requests are required from parents/guardians and excused students shall be given other work in the same subject matter not in conflict with their beliefs. Excusals for above reasons must be approved by the Superintendent and the Board, and the action shall be entered on the student's permanent record card.</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:</p> <ol style="list-style-type: none"> 1. Medical or dental appointments. 2. Court appearance. 3. Family emergency. 4. Urgent reasons. <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p>
<p>SC 1329, 1330 Title 22 Sec. 11.34</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>SC 1327 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 part-time attendance in this district.

SC 1327	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	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.
SC 1330 Title 22 Sec. 11.28	5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
	The Board may excuse the following students from the requirements of attendance at district schools:
SC 1327 Title 22 Sec. 11.22 Pol. 116	1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
Title 22 Sec. 11.34	2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
SC 1327	3. Students enrolled in special schools conducted by the Schuylkill Intermediate Unit or the Department of Education.
	<u>Educational Tours And Trips</u>
Title 22 Sec. 11.26 Pol. 204.1	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:
	<ol style="list-style-type: none"> 1. The parent/guardian submits a written request for excusal 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.
	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.

<p>Pol. 225</p>	<p><u>Releasing Children From School</u></p> <p>Since the school is responsible to the parent/guardian for those hours the child is in school, these rules shall be observed:</p> <ol style="list-style-type: none">1. Children shall be released from school only to their parents/guardians or to persons authorized by their parents/guardians.2. If a child is sent home for any reason, it shall be determined that the parent/guardian or reliable adult is at home before the child is sent home.3. If any police or court official requests the dismissal of a student during school hours, parents/guardians should be notified at once.4. A written request from the student's parents/guardians is necessary when a student leaves school for a medical appointment. Upon returning to school, a student should supply a medical excuse from that doctor.5. Children shall not be dismissed during school hours for nonschool activities such as private music lessons, dancing lessons, scouts, etc. <p>No school or grade may be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent of Schools.</p> <p>No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.</p> <p>Written permission from the parent/guardian, to be acted upon by the secretary or principal, shall be required in advance for the following:</p>
<p>Pol. 121</p>	<ol style="list-style-type: none">1. Any early dismissal.2. Any change in assigned method of going home from school.3. Attendance at middle school dances.4. Field trips.5. Travel. <p>Students shall not be sent off the school campus on errands for the teachers, principals, or noninstructional personnel.</p>

<p>3. Delegation of Responsibility</p> <p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338, 1354 Pol. 218, 233</p> <p>SC 1333, 1354</p>	<p>Procedures following granting of permission for absence from a class or homeroom shall be as follows:</p> <ol style="list-style-type: none"> 1. A parent/guardian must provide an early dismissal note and/or physically pick up the child. 2. Sign out in the "office sign in book." 3. Sign in at time of return in the "office sign in book." 4. A pass will be issued for re-entry into class. <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. 4. 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. 5. 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. 6. Ensure that students legally absent have an opportunity to make up work. 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 that 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
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<p>SC 1318 Pol. 218, 233</p> <p>4. Guidelines</p>	<p>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>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><u>Attendance Procedures</u></p> <p><i>Submission Of Excuses For Absences -</i></p> <p>A written excuse must be provided to the school district for every absence. The absence will be considered illegal if the written excuse is not returned to the school within three (3) school days of the date of the absence.</p> <p><i>Accumulation Of Ten (10) Days Of Absence -</i></p> <p>At the discretion of the building principal, parents/guardians of students who have accumulated ten (10) days of absence (legal or illegal) will be notified in writing by the school district. Parents/Guardians will be invited via a letter to contact a building level administrator or designee.</p> <p>An attendance meeting may be held with an attendance team comprised of the following: parents/guardians, principal, attendance officer, guidance counselor, nurse and/or school physician, and one (1) or two (2) teachers. The committee and parents/guardians will discuss the attendance problem, the ramifications, and work to develop a plan to improve the student's attendance.</p> <p><i>Accumulation Of Fifteen (15) Days Of Absence -</i></p> <p>At the discretion of the building principal, parents/guardians of students who have accumulated fifteen (15) days of absence (legal or illegal) will be notified in writing by the school district. This letter will be sent certified mail and parents/guardians will be invited to meet with the building level attendance team and/or Superintendent to discuss the attendance problem and its ramifications. Ramifications include citations or consequences under the disciplinary code and/or Compulsory School Act upon the 16th and subsequent unexcused absences without proper documentation.</p>
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<p>Pol. 233</p>	<p><i>Illegal Or Unlawful Absences -</i></p> <p>Under the compulsory school attendance regulations, parents/guardians of a student who has accumulated three (3) illegal absences must be issued a certified letter indicating a First Offense Warning. Any subsequent illegal absences will result in the filing of a complaint with the District Magistrate.</p> <p><i>Noncompulsory Age Students Age Seventeen (17) And Above - Illegal Absences -</i></p> <p>Parents/Guardians of a student who no longer falls under the jurisdiction of the Compulsory School Act and who has accumulated three (3) illegal absences must be issued a First Offense Warning. Any subsequent illegal absences will result in the suspension of that student under the discipline code. The 4th, 5th and 6th day of absence without proper documentation will result in one (1) day of in-school suspension for each absence. The 7th and 8th day of absence without proper documentation will result in one (1) day out-of-school suspension for each absence. Upon the 9th day of absence without proper documentation, a student may be required to appear before the School Board for an expulsion hearing.</p> <p><i>Noncompulsory Age Students Age Seventeen (17) And Above - Accumulation of Fifteen (15) Days of Absence -</i></p>
<p>Pol. 233</p>	<p>At the discretion of the building principal, parents/guardians of students who have accumulated fifteen (15) days of absence (legal or illegal) and who no longer fall under the jurisdiction of the Compulsory School Act will be notified in writing by the school district. This letter will be sent certified mail and parents/guardians will be invited to meet with the building level attendance administrator or designee to discuss the attendance problem and its ramifications. Any subsequent absence after the 15th day will result in suspension of that student under the discipline code. The 16th, 17th and 18th day of absence without proper documentation will result in one (1) day of in-school suspension for each absence. The 19th and 20th day of absence without proper documentation will result in one (1) day out-of-school suspension for each absence. Upon the 21st day of absence without proper documentation, a student may be required to appear before the School Board for an expulsion hearing.</p> <p><u>Recording Of Absence</u></p> <p>For attendance purposes, a child will be recorded an absence for one-half (½) day only if that child is absent for one-half (½) of the regular school day.</p> <p>A tardy to school is defined as that time period from the beginning of the school day until the halfway point in the school day.</p>

An **early dismissal** is defined as that time period from the halfway point in the school day until the end of school.

References:

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 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 – 105.2, 115, 116, 117, 118, 121, 204.1, 200, 218, 225, 233