

WAYNESBORO AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: September 9, 2014

REVISED:

204. ATTENDANCE	
<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 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 school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of 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>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. Family emergency. 4. Recovery from accident. 5. Required court attendance. 6. Death in family. 7. Family educational travel, with prior approval.
<p>Title 22 Sec. 11.25</p>	

<p>Title 22 Sec. 11.26</p>	<p>8. Educational tours and trips, with prior approval.</p> <p>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 physician. Students who are absent from school for a period of five (5) or more <u>continuous</u> school days must present a written verification of their absence by a licensed physician upon their return. In addition, a student who is deemed chronically absent from school shall be required to present a written verification of the student's absence by a licensed physician.</p> <p>Students who fail to present written verification of their absence by the third day of attendance following their return to school will have their absences classified as unverified and unexcused. Unverified and unexcused absences for students of compulsory school age shall be deemed unlawful absences.</p> <p>Unverified and unexcused absences will result in building level administrative remedies. Persistent unverified and unexcused absences may result in truancy proceedings or involvement with Franklin County Juvenile Court.</p> <p>In compliance with compulsory attendance laws, parents/guardians of students with more than three (3) unexcused absences may be considered for prosecution.</p> <p>Students who have been absent from school in excess of five (5) continuous school days, and whose absences are unexcused and unverified, will not be readmitted to classes without a parent/guardian conference with school guidance and/or administrative personnel.</p> <p>Students who have accumulated excused or unexcused absences in excess of twenty percent (20%) of the regularly scheduled class meetings of a particular course may be denied credit for the course, at the discretion of the building principal.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board shall 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 requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1327 Title 22 Sec. 11.22, 11.23, 11.28</p>	<p>Attendance need not always be within school buildings. A student shall 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</p>

<p>Pol. 115, 116, 117, 118</p>	<p>supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence for observance of a 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 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>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 appearances, and family emergencies.</p>
<p>SC 1329, 1330 Title 22 Sec. 11.34</p>	<p>The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</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. 11.32</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.
<p>Title 22 Sec. 11.5</p>	<ol style="list-style-type: none"> 3. Students attending college who are also enrolled part-time in district schools.
<p>SC 1327.1 Pol. 137</p>	<ol style="list-style-type: none"> 4. Students attending a home education program in accordance with law.
<p>SC 1327</p>	<ol style="list-style-type: none"> 5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.

<p>SC 1330</p>	<p>6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p> <p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p>	<p>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.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Lincoln Intermediate Unit No. 12 or the Department of Education.</p>
<p>Title 22 Sec. 11.26</p>	<p><u>Educational Tours/Trips</u></p> <p>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:</p> <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. <p>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>
<p>3. Delegation of Responsibility Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations for the</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>attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state law and regulations. 2. Govern the keeping of attendance records in accordance with law. 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 law, within three (3) days of any proceeding brought under that law. 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 violations during the school term will be prosecuted without notice. <p>It is the responsibility of each student to:</p> <ol style="list-style-type: none"> 1. Attend school daily. 2. Arrive at school on time. 3. Arrive for each class on time. 4. Submit proper excuses for absences within three (3) days. 5. Submit proper excuses for tardiness upon arrival. <p>It is the responsibility of each parent/guardian to:</p>
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<p>SC 510, 1318</p> <p>3. Guidelines</p> <p>SC 1332, 1333, 1354</p> <p>SC 510, 1318</p>	<ol style="list-style-type: none"> 1. Ensure that his/her child attends school daily. 2. Ensure that his/her child arrives at school on time. 3. Submit proper excuses for absences within three (3) days. 4. Submit proper excuses for tardiness upon arrival. <p>Building attendance accounting procedures are established by the building principal. Teachers are expected to comply with these procedures.</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>After each absence of one-half (1/2) day or more, a note or excuse card attesting to the reason for the absence and signed by the parent/guardian should be submitted to the school office.</p> <p>After three (3) days of unexcused/illegal absence by a student under the age of seventeen (17) years, a first notice letter will be sent to the student's parent/guardian as required by law.</p> <p>Upon the fourth (4th) unexcused/illegal absence by a student under the age of seventeen (17) years, a first offense referral may be made to the magistrate for a violation of the compulsory attendance law.</p> <p>Any student seventeen (17) years of age or older who accumulates ten (10) days of unexcused absence may be given written notification that this absence is deemed to be excessive and shall be warned that such future absences may result in removal from the attendance rolls.</p> <p>Students who are suspended from school will be considered an excused absence during the period of suspension. Suspended students are prohibited from participating in extracurricular activities during the period of suspension.</p> <p><u>Make-Up Work</u></p> <p>Following an excused student absence, class work shall be made up as soon as possible. Arrangements should be made as soon as the student returns to school.</p> <ol style="list-style-type: none"> 1. The primary responsibility for making up work missed due to absence rests with the student. 2. Arrangements should be made promptly with the appropriate teacher(s). Teachers will assist, whenever appropriate, to ensure that work is made up in a timely manner.
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3. As a general rule, forty-eight (48) hours to submit make-up work will be allotted for each day of absence.
4. Make-up time shall not exceed two (2) weeks unless special extenuating circumstances exist. On such occasions the building principal may grant an extension.

Attendance Requirements For Participation In Extracurricular Activities

Students must earn the privilege of participation in athletic, musical, and social activities by fulfilling the following attendance requirements:

1. A student must arrive on time to be eligible to participate/practice in an extracurricular activity.
2. A student must fulfill all attendance requirements on Friday in order to be eligible for weekend extracurricular activities.
3. A student may be granted permission to participate in weekend activities after presentation of a doctor's excuse for a Friday absence to the coach/advisor in charge of the activity.
4. Extenuating circumstances resulting in excused absences may be reviewed by the administration. Participation privileges may be granted at the discretion of the administration.
5. Students who leave school for health reasons may not return on the same day to participate/practice in extracurricular practices or activities.
6. Students are expected to report for school on time on the day following an extracurricular activity. Abuse of this regulation may result in further disciplinary action.

Students attendance at or participation in evening and weekend school activities is contingent upon successful compliance with the above requirements.

Appointments

Because regular school attendance is essential for maximum benefit from the educational program, appointments for non-school activities or services should be scheduled outside the school day, whenever possible. If a student must fulfill an appointment during the school day, the following apply:

1. Notification must be given to school office prior to the appointment.
2. Students may be required to provide medical appointment verification from the practitioner who scheduled the appointment.
3. For security reasons, all students must be picked up in the school office unless other arrangements have been made prior to the appointment day.

Tardiness

Excusable tardiness – Tardiness is excusable when resulting from illness and attested to by the parent/guardian on a signed note or excuse card upon the student’s arrival at school after the occurrence.

Unexcused tardiness – Tardiness is unexcused when it occurs for reasons other than illness or for which a signed note or excuse card is not presented upon arrival.

Time lost due to unexcused tardiness will be treated as a disciplinary matter.

References:

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 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, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 000, 115, 116, 117, 118, 137, 200, 218, 233