

BETHEL PARK SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: NOVEMBER 20, 2007

REVISED: JULY 18, 2007

<p>1. Purpose SC 1301 Title 22 Sec. 11.12 Pol. 200</p> <p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41</p> <p>Title 22 Sec. 11.26</p>	<p style="text-align: center;">204. ATTENDANCE</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>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 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>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. 6. Family educational trips. 7. Educational tours and trips. 8. Impassable roads.
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<p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>9. Certain religious holidays.</p> <p>10. Absences approved in advance by the principal and/or assistant principal.</p> <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 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>Title 22 Sec 11.21</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 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 consider each student assigned to a program of independent study to be in regular attendance. Provided the student is under the guidance and reports to an assigned staff member at the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.</p>
<p>Title 22 Sec. 11.23, 11.25</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, family emergencies, and other urgent reasons.</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>	<p>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.</p>
<p>SC 1327</p>	<p>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330</p>	<p>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>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>5. 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>Title 22 Sec. 11.22</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. Homebound children unable to attend school on the recommendation of a physician and the school psychologist; or a psychiatrist and approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</p>
<p><u>Educational Tours And Trips</u></p>	
<p>Title 22 Sec. 11.26</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>SC 1332, 1333, 1354</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>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>Title 22 Sec. 11.41</p>	<p>3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</p>
<p>SC 1333, 1338</p>	<p>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.</p>
<p></p>	<p>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.</p>
<p></p>	<p>6. Ensure that students legally absent have an opportunity to make up work.</p>
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>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 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>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></p>	<p>It shall be the policy of the Board to consider alternative educational programs for each child who habitually and repeatedly absents him/herself from the regular educational program.</p>

<p>4. Guidelines</p>	<p><u>Bus Delays</u></p> <p>A student who is late or absent because his/her bus arrived at the bus stop late is regarded as tardy or absent, even though the student may not be responsible for such absence or tardiness. Such absence or tardiness should be considered excused. Students are expected to wait a reasonable period of time for the arrival of the bus.</p> <p><u>Excused Absences/Late Arrivals/Early Dismissals</u></p> <p>Students will be excused from school as may be required, according to the following procedures:</p> <ol style="list-style-type: none">1. A written request for excused absence submitted either before or after the absence has occurred and signed by the parent/guardian of the student seeking the excused absence; a minor who has made his/her emancipation a matter of duly certified record in the school district; or a student who has reached the age of majority, shall be submitted to the principal or a designee. <p>The request shall set forth the student's name, homeroom number, and the reason(s) for the requested excused absence. For advance requests, the time requested for the student to leave school and the expected time for return to school shall also be included.</p> <ol style="list-style-type: none">2. An advance request, when possible, shall be submitted at least three (3) days prior to the requested date of excusal.3. The principal or a designee shall approve or disapprove the request in writing and shall retain a copy of the approved or disapproved request for a period of at least seven (7) years.4. The responsible administrator shall use appropriate procedures to verify requests for excused absences.5. When permission to be absent is requested from the school principal by the parents/guardians in advance and the principal's approval is granted, the student will be permitted to obtain from teachers the assignments, tests or other activities to be covered during the absence. The student will be expected to complete the assignments and will be held accountable for the material covered during the absence. <p><u>Unexcused/Unlawful Absences</u></p> <p>The absence of any student who remains out of school with or without parent/guardian permission and is not absent because of illness or other urgent reasons, as</p>
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defined in the law, shall be unexcused. Such absence will be recorded as unlawful/unexcused for a student who is under the compulsory attendance age and as unexcused for a student who is beyond compulsory school age.

A student beyond compulsory school age whose absence is not excused shall forfeit the right to make up work, tests, or other academic assignments that were due during the period of unlawful absence. A student under compulsory attendance age who is unlawfully absent and unexcused absent will not be given permission to make up work that was missed because of such absence.

References:

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

State Board of Education Regulations – Title 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

Board Policy – 115, 117, 118, 200