

KISKI AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: May 15, 2006

REVISED:

<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>Regular attendance is necessary to ensure the continuity of the educational process. Regular attendance develops proper habits, interest in school, responsibility, and other character-building aspects that have an impact upon future success.</p> <p>It is essential that parents/guardians and school authorities plan for anticipated absences together whenever possible. This will assure fulfillment of the school's goal to help students plan and accept responsibility for their actions. Attendance shall be strictly enforced according to state attendance laws and Board policy.</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 (preapproved). 7. Educational tours and trips (two (2) weeks maximum; must be preapproved).
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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>8. Impassable roads, as determined by the Director of Transportation.</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 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>
<p>Title 22 Sec. 11.5, 11.32</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. 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:
Title 22 Sec. 11.22	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 Intermediate Unit # 7 or the Department of Education.
	<u>Educational Tours And Trips</u>
Title 22 Sec. 11.26	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>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>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 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>4. Guidelines</p>	<p>When a student's absence from school exceeds three (3) days, and is unexcused, school officials shall serve the parent/guardian with an attendance notice - first offense. The Westmoreland Juvenile Service Center will be notified to investigate and schedule hearings upon subsequent unexcused absences.</p> <p>If a student is absent from school the entire day, s/he may not participate in or attend school activities that day.</p> <p><u>Withholding Credit</u></p> <p>Students in grades 9-12 who experience excessive absence during a nine-week grading period may fail individual courses or all courses scheduled during that grading period. The student and parent(s)/guardian(s) shall be notified in writing that the student has failed the course(s) scheduled during the grading period due to excessive absence.</p> <p>Teachers will maintain and submit daily attendance records to the high school office at the close of each grading period.</p> <p>At the end of each nine-week grading period, the administration shall review all course(s) and failures based on excessive absence. Input shall be solicited from teachers, guidance counselors, and school nurses.</p> <p>When a failing grade is recorded on the report card for excessive absence, the grade will be accompanied with the appropriate comment indicating the reason for failure.</p> <p>High school students are not permitted to be absent from school seven (7) or more days during a nine-week grading period.</p> <p>High school students are not permitted to be absent from an individual course(s) seven (7) or more sessions during a nine-week grading period.</p> <p>Parent(s)/Guardian(s) may request a review of a student's attendance record and failure(s) due to excessive absence at the conclusion of the affected nine-week grading period.</p> <p>Students in grades 9-12 who experience excessive absence during the second semester of the academic school year may fail the second semester and subsequently fail the individual course(s), and/or the school year. The student and parent(s)/guardian(s) shall be notified in writing that the student has failed the individual course(s) or the school year due to excessive absence.</p>
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At the close of the fourth nine-week grading period, the administration will review all course(s) and semester failures based on excessive absence. Input shall be solicited from teachers, guidance counselors, and school nurses.

High school students are not permitted to be absent thirteen (13) or more school days during the second semester of the academic year, or from an individual course(s) thirteen (13) or more sessions.

Absences that will not be counted under this policy shall be those established by the Board or administration to be excused absences.

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