

FAIRVIEW SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: June 20, 1994

REVISED: December 18, 2006

204. ATTENDANCE	
<p>1. Purpose SC 1301, 1327, 1330 Title 22 Sec. 11.12, 12.1 Pol. 200</p>	<p>The Board of School Directors requires that school-aged children enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated upon the presence of such children 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 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p>	<p>Attendance shall be required of all students enrolled in the 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 s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
<p>Title 22 Sec. 11.21</p>	<p>All absences occasioned by the 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>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents or 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>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>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118, 137, 140</p>	<p>Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 4.4, 4.23 Pol. 118</p>	<p>The Board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that s/he is under the guidance of a staff member so assigned and reports to such staff member 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. 11.24, 11.25, 11.26</p>	<p>The Board considers the following conditions to constitute reasonable cause for absence from school: (1) Illness; (2) Quarantine; (3) Recovery from accident; (4) Religious holidays as approved by the Pennsylvania Department of Education; (5) Death in family; (6) Family educational trips; (7) Educational tours and trips; and (8) Natural disaster or severe weather conditions.</p> <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>SC 1332, 1333</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include: (1) medical or dental appointments; (2) court appearances; (3) family emergencies, or (4) other urgent reasons.</p>
<p>SC 510, 1318 Pol. 218</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.</p> <p>It shall be the policy of the Board to consider the effectiveness and appropriateness to the pupil's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.</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 so urgent as to 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 schools of this district shall be counted as being in attendance in this district.</p>
<p>SC 1327</p>	<p>3. Students fifteen or sixteen years of age whose enrollments in a private trade or business school have been approved.</p>
<p>SC 1330</p>	<p>4. Children fifteen years of age, and fourteen 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</p>	<p>5. Children sixteen 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 the school 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 Northwest Tri-County Intermediate Unit No. 5 or the Department of Education.</p>
<p><u>Educational Tours And Trips</u></p>	
<p>Title 22 Sec. 11.26</p>	<p>The Board recognizes that there are times when out of school activities or alternate, equally rewarding educational experiences may be present; therefore, the administration is authorized to provide guidelines for these experiences; such as, student travel with parents and/or guardians, non-school district-sponsored educational trips, cooperative or work study programs under the guidance of certified professionals, participation in meritorious cultural, social, or political activities under the guidance of a certified professional. 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>
<p>1. The parent/guardian submits a written request for excusal prior to the absence.</p>	

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3 SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22, Sec. 11.24</p>	<p>2. The student’s participation has been approved by the Superintendent or designee.</p> <p>3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.</p> <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>The Superintendent shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session which is in conformity with requirements of the rules of the State Board. 2. Govern the keeping of attendance records in accordance with rules of the State Board. 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 such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student’s record beyond that which naturally follows absence from school activities. 5. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests. 6. Ensure that students absent for any reason have an opportunity to make up work they missed. 7. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be so 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.
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<p>4. Guidelines</p> <p>SC 1333 AP 204.b</p> <p>SC 510, 1318</p>	<p>The Administration will send a letter informing parents once a child has been absent a total of eight (8) days without a doctor’s excuse. After twelve (12) days of absence, without a doctor’s excuse, a doctor’s excuse will be required to deem any day legal. Any educational trips with prior approval and doctor’s excused absences will not be considered excessive.</p> <p>Students accumulating two (2) unexcused/unlawful absences will receive a courtesy notice. Students accumulating three (3) unexcused/unlawful absences will receive a Notice of Illegal Absences. The Notice of Illegal Absences is an official warning pertaining to future unexcused/unlawful absences. After the Notice of Illegal Absences, any unexcused/unlawful absences may result in legal action taken before the local district magistrate. The consequences of the legal action are a hearing and a monetary fine.</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>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p> <p>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</p> <p>Board Policy – 115, 117, 118, 137, 140, 200, 218</p>
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