

SECTION: Pupils
 TITLE: Attendance

ADOPTED: August 12, 1991

REVISED: October 14, 1996

Farrell Area School District

<p>Purpose SC 1327, 1330</p>	<p>The Board of Education requires that school aged pupils 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 the pupil and requires continuity of instruction and classroom participation.</p>
<p>Authority SC 1327, 1329</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.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school: illness, quarantine, recovery from accident, required court attendance, death in family, educational tours and trips.</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>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115,117, 118</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, at the place where the student is receiving approved tutorial instruction or health care, at the place where the student is engaged in an approved and properly supervised workstudy or career education program, or at home when the student is receiving approved homebound instruction.</p>
<p>SC 510, 1318</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>

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<p>SC 1318</p>	<p>The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy. The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ul style="list-style-type: none"> • 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. • 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. • students 16 or 17 years of age whose enrollments in a private trade or business school have been approved. • children 15 years of age, and those 14 years of age who have completed fifth grade, who are engaged in farm work or private domestic service under duly issued permits. • children 16 years of age regularly employed during the school session and holding a lawfully issued employment certificate. <p>The Board may excuse the following students from the requirements of attendance at the schools of this district:</p> <ul style="list-style-type: none"> • students receiving private instruction from a properly qualified tutor. • homebound children unable to attend school on the recommendation of the school physician, the school psychologist or a psychiatrist. • students enrolled in special schools conducted by the Midwestern Intermediate Unit or by the Department of Education. <p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of 17. The Board shall issue notice to those parents and guardians who fail to comply, with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p> <p>The Superintendent shall develop procedures for the attendance of students which:</p> <ul style="list-style-type: none"> • ensure a school session which is in conformity with requirements of the rules of the State Board.
<p>SC 1330</p>	
<p>Title 22 Sec. 11.5, 11.32</p>	
<p>SC 1327</p>	
<p>SC 1330</p>	
<p>SC 1330</p>	
<p>Title 22 Sec 11.22, 11.34</p>	
<p>SC 1327</p>	
<p>SC 1332, 1333</p>	
<p>Delegation of Responsibility Title 22 Sec. 11.1, 11.3 SC 1332, 1339</p>	

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- govern the keeping of attendance records in accordance with rules of the State Board.
- impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the student's record beyond that which naturally follows absence from school activities.
- 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.
- ensure that students absent for any reason have an opportunity to make up work they missed.
- issue written notice to any parent or 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 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.

Title 22
Sec. 11.26

A pupil may be excused from school attendance in order to participate in a non-school district sponsored educational tour or trip, if the following conditions are met:

- a. The pupil's parents or guardians, prior to the tour or trip submits to the school district a written request of the excusal, indicating the educational objectives to be obtained, and a schedule of events which account for the pupil's time away from school.
- b. The pupil's participation on the tour or trip has been approved by the district superintendent or a designee.
- c. There is an adult who is directing and supervising the pupil during the tour or trip who is acceptable to both the parents or guardians and the district superintendent.
- d. An educational tour or trip exceeding more than five (5) days in any one school year requires the approval of the district Superintendent or a designee.
- e. The pupil must be passing English, mathematics, science, and social studies at the elementary and middle school levels and four (4) credits of work at the high school level in order to participate in the tour or trip.

Guidelines
SC 1546

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.

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SC 1329

The Board will recognize other justifiable absences for part of the school day. These will include medical or dental appointments, court appearance or family emergency.

Upon return to school following an absence, a student may be required to submit a doctor's excuse, be accompanied by a parent, or both.

First Day Offense: Letter to parents.

Second Day Offense: Meeting with parents.

Third Day Offense: Registered letter (warning of legal steps.)

Fourth Day Offense: Fine and/or court action.

When a child is absent, the parent or guardian must verify the reasons for the absence and the dates of absence.

When a parent wishes to have a child excused before the close of the school day, permission must first be secured from the principal, attendance officer, or school nurse.

Attendance records will be maintained in the teacher's daily attendance register as designated. If a child is suspected of being guilty of truancy, the principal and the attendance officer should be notified.

School Code

510, 1318

1327, 1329,

1330, 1332,

1333, 1339

1354, 1546

PA Code Title 22

Sec. 5.11, 11.1,

11.3, 11.5, 11.22,

11.28, 11.32,

11.34