

# BALDWIN- WHITEHALL SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: MARCH 8, 2006

EFFECTIVE: JULY 1, 2006

REVISED: JUNE 11, 2014

REVISED: AUGUST 12, 2015

<p>1. Purpose SC 1301 Title 22 Sec. 11.12, 12.1 Pol. 200</p> <p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p> <p>Title 22 Sec. 11.26</p> <p>SC 1329</p> <p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28</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 following conditions constitute reasonable causes for absence from school:</p> <ol style="list-style-type: none"> <li>1. Illness.</li> <li>2. Quarantine.</li> <li>3. Health care appointment.</li> <li>4. Death in immediate family.</li> <li>5. Family educational trips.</li> <li>6. Religious instruction/holiday.</li> <li>7. Other urgent reasons approved by the District.</li> <li>8. Educational tours and trips, with prior approval</li> </ol> <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</p>
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<p>SC 1327, 1329 Pol. 115, 117, 118</p>	<p>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 District 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>On written request of the parent/guardian, a student may be released from school in order to participate in a religious instruction program. 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 District will not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>Pol. 118</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>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board will 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"> <li>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.</li> <li>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.</li> </ol>
<p>SC 1327</p>	<ol style="list-style-type: none"> <li>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</li> </ol>
<p>SC 1330</p>	<ol style="list-style-type: none"> <li>4. Students fifteen (15) years of age, and fourteen (14) years of age who have</li> </ol>

<p>SC 1330 Title 22 Sec. 11.28</p>	<p>completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p> <p>5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>Title 22 Sec. 11.22</p>	<p>The Board may excuse the following students from the requirements of attendance at district schools:</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 Allegheny Intermediate Unit or the Department of Education.</p>
<p>Title 22 Sec. 11.26</p>	<p><u>Pre-Approved Family Educational Trips, Not School Sponsored</u></p> <p>The Board recognizes that students may need to travel with parents for valid educational or family reasons. Students may be excused for nonschool-sponsored educational trips when such a trip is determined by the Superintendent or his/her designee to serve an educational purpose. The following conditions must be followed:</p> <p>a. Educational trips will be considered for approval if the Superintendent or designee determines that such a trip will be of educational significance to the student. Written request must be submitted to the building principal two (2) weeks in advance of the trip and must include:</p> <ul style="list-style-type: none"> <li>• a statement of the educational value of the trip</li> <li>• the destination of the trip</li> <li>• the total number of school days to be missed</li> <li>• the reason the trip could not be taken on days when school is not in session</li> </ul> <p>b. The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record and shall not exceed 5 days for any school year.</p>

<p>SC 1332, 1333, 1354</p>	<p>c. Trips shall not be approved during the first two (2) weeks and the last two (2) weeks of the school year, or during PA State Assessment windows.</p> <p>d. Students are required to make up assignments and tests missed during the excused absence. All work must be completed within <b>one (1) week</b> after the student's return to school. Extensions for make up work may be granted on an individual basis due to unusual circumstances as determined by the school principal.</p> <p>e. Failure to follow the conditions for pre-approval will result in the educational trip absence being recorded as unexcused.</p> <p>The Superintendent or designee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Superintendent or designee 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>Title 22 Sec. 11.1, 11.2, 11.3 SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> <li>1. Ensure a school session that conforms with requirements of state regulations.</li> <li>2. Govern the keeping of attendance records in accordance with state statutes.</li> <li>3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</li> </ol>
<p>SC 1333, 1338</p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>6. Ensure that students legally absent have an opportunity to make up work.</li> </ol>
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<ol style="list-style-type: none"> <li>7. Ensure that appropriate written notice is issued to parents/guardians at least three (3) days in advance of the initial truancy 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</li> </ol>

<p>SC 510, 1318</p> <p>4. Guidelines</p>	<p>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>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>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><u>Tardiness</u></p> <p>Students who are not inside their assigned homerooms or classrooms at the start of the school day are considered tardy. Tardiness is treated as absence and is considered excused or unexcused for the same reasons as excused or unexcused absences.</p> <p><u>Delay Of School Bus</u></p> <p>A student who arrives at school late or is absent because of the delay of a school bus 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 excused.</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> <p>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. The written request for an excused absence must be turned into the school within three (3) days of the absence. The absence will be made permanently illegal without appropriate excuse.</p> <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> <p>2. An advance request, when possible, shall be submitted at least three (3) days prior</p>
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<p>SC 1333</p>	<p>to the requested date of excusal.</p> <p>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.</p> <p>4. The responsible administrator shall use appropriate procedures to verify requests for excused absences.</p> <p>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> <p>6. After the tenth absence from school, a letter is sent home to notify parents that a doctor's note will be required for any further absences or the absences will be marked illegal.</p> <p>7. Out of school suspensions are not counted in total days of absence.</p> <p><u>Unexcused/Illegal Absences</u></p> <p>The Board considers the following conditions to constitute unexcused absence from school:</p> <ul style="list-style-type: none"><li>• Lack of a valid written excuse from the parent/guardian (or licensed health care provider) – All excuses are to be submitted to the school within three (3) days of absence</li><li>• Absence due to parental/guardian neglect</li><li>• Unapproved travel</li><li>• Oversleeping</li><li>• Working at home</li><li>• Other reasons not defined by law and policy as reasonable causes for absence from school</li></ul> <p>Any unexcused absence is also an illegal absence for pupils of compulsory school age.</p> <p>All absences will be treated unlawful until the school district received a written excuse explaining the reasons for absence. This excuse must be received by the district within three (3) days of the absence; otherwise the absence will be permanently counted as illegal.</p>
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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 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 whose absence is not excused will be expected to make up work, tests, or other academic assignments that were due during the period of unlawful absence. However, no student will receive a grade or credit for any make up work on the unexcused absence dates.

Make up Work

Students who are absent from school, whether excused or unexcused, are required to make up school assignments and tests missed in each subject. The scheduling of make up work is at the reasonable discretion of the principal and faculty.

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, 204