



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	Active
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Purpose

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Authority

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 conditions that may reasonably cause the student's absence. The maximum allowable days for absences will be ten (10) days, after which a doctor's note will be required for all further absences. Requirements/Procedures regarding student attendance/absences will be explained in detail within the student handbook.[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[20\]](#)

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.[\[9\]](#)
2. Quarantine.
3. Death in family.
4. Preapproved family educational trips.[\[10\]](#)[\[19\]](#)

Parents/Guardians are strongly urged to arrange trips and family vacations to coincide with the district's scheduled vacation days. When this is not possible, the following regulations/procedures will be required:

- a. Parents/Guardians must notify the Superintendent in writing ten (10) days prior to the absence. Notification must include an itinerary of the proposed trip, detailing the educational merit of the trip.
 - b. The absence may not cause the student to exceed the ten (10) day limit for excused absences with the school year. Should a family trip cause a student to be absent beyond the ten (10) day limit, those days would be deemed unlawful.
 - c. Students who miss school due to a preapproved family trip are responsible to make up missed work within five (5) days of returning.
 - d. The Superintendent may deny a family trip if a student is failing academically.
5. Preapproved educational tours and trips.
6. Impassable roads.

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 care; 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.[3][8][11][12][13][14][15][16]

All absences occasioned by 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.[18]

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.[17][18]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countrywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[6][19]

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency.[8][9]

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

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.[19][20][21]

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 attendance in this district.[3][22][23]
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[3]
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.[20]
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[12][20]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving private instruction from a properly qualified tutor.[3][11][14]
2. Homebound children unable to attend school on the recommendation of a physician or a psychiatrist.[21]
3. Students enrolled in special schools conducted by the Schuylkill Intermediate Unit or the Department of Education.[3]

The Board shall consider the following to constitute an unexcused/unlawful absence:

1. Absence from school with parental consent for reasons other than those considered excusable.
2. Leaving school during school hours without office permission.
3. Illegally employed.
4. Being engaged in activities outside the home after school hours, including but not limited to athletic events, employment, and social activities after having reported ill that day.

The Board shall consider the following acts of truancy for students under the age of seventeen (17) to constitute an illegal absence:

1. Absence from school without knowledge or permission of parents/guardians.
2. Absence from school without knowledge or permission of school authorities.

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.[7][24][25]

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of state regulations. [26][27][28]
2. Govern the keeping of attendance records in accordance with state statutes. [29][30]
3. 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. [24][25][31][32][33]
4. 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.
5. Ensure that students legally absent have an opportunity to make up work.
6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, in accordance with Pennsylvania State Guidelines for attendance and truancy, within two (2) 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. [24][25]

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 and referral made to Children and Youth Services. [32][33][34]

Guidelines

Since a student who is frequently absent from class cannot gain the same educational value as one who attends regularly, unexcused/unlawful absences will result in a deduction of the numerical average. This deduction will compensate for class discussion, lecture, and demonstration missed when the absence could have been avoided.

After three (3) days of unexcused/unlawful absence in the school year, the student will have a grade deduction of three (3) percentage points for each day of unexcused/unlawful absence thereafter in each subject meeting that day.

Miraculous Cure

If a student is reported to a principal, assistant principal, teacher or attendance officer as engaged in activities outside the home after hours, i.e. athletic events, working, etc., after having reported ill that day, the principal or designee shall declare the absence unexcused/illegal.

Legal

1. 24 P.S. 1301
2. 24 P.S. 1326
3. 24 P.S. 1327

4. 22 PA Code 11.12
5. 22 PA Code 11.13
6. 22 PA Code 11.41
7. 22 PA Code 12.1
8. 22 PA Code 11.23
9. 22 PA Code 11.25
10. 22 PA Code 11.26
11. 22 PA Code 11.22
12. 22 PA Code 11.28
- 13. Pol. 115**
- 14. Pol. 116**
- 15. Pol. 117**
- 16. Pol. 118**
17. 24 P.S. 1546
18. 22 PA Code 11.21
19. 24 P.S. 1329
20. 24 P.S. 1330
21. 22 PA Code 11.34
22. 22 PA Code 11.5
23. 22 PA Code 11.32
24. 24 P.S. 1333
25. 24 P.S. 1354
26. 22 PA Code 11.1
27. 22 PA Code 11.2
28. 22 PA Code 11.3
29. 24 P.S. 1332
30. 24 P.S. 1339
31. 24 P.S. 1338
- 32. Pol. 218**
- 33. Pol. 233**
34. 24 P.S. 1318
- 24 P.S. 510.2
- 24 P.S. 1327.1
- 24 P.S. 1333.1
- 24 P.S. 1333.2