

# COUNCIL ROCK SCHOOL DISTRICT

TITLE: ATTENDANCE

ADOPTED: March 19, 1998

REVISED: May 5, 2005

204. ATTENDANCE	
<p>1. Purpose SC 1301, 1327, 1330 Title 22 Sec. 11.12</p>	<p>The Board requires that children of compulsory school age enrolled in the schools of this district attend school in accordance with the laws of the state.</p> <p>Realizing that regular attendance in school is necessary for students to gain maximum benefits from public education, the Board urges all parents/guardians to stress punctuality and regular attendance habits with their children.</p>
<p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41</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>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117</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>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>SC 1330</p> <p>Title 22 Sec. 11.5, 11.32</p> <p>SC 1327</p> <p>SC 1330 Title 22 Sec. 11.28</p>	<p>The administration shall excuse the following students from the requirements of attendance at the schools of this district:</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 so urgent as to 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 schools of this district shall be counted as being in attendance in this district.</li> <li>3. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.</li> <li>4. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</li> </ol>
<p>SC 1332, 1333, 1354</p> <p>3. Guidelines</p> <p>Title 22 Sec. 11.21</p>	<p>The administration may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The administration shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.</p> <p><u>Excused Absences</u></p> <p>The school laws of Pennsylvania require children of compulsory school age to be in attendance on all days school is in session except as otherwise provided in the School Code. A student's excused absence may be for reasons that include:</p> <ol style="list-style-type: none"> <li>1. Illness.</li> <li>2. Quarantine.</li> <li>3. Death in immediate family.</li> <li>4. Absence for religious holidays.</li> <li>5. Exceptionally urgent reasons that may affect the child and ordinarily do not include work at home.</li> </ol>

<p>SC 1546 Title 22 Sec. 11.21</p>	<p>6. Religious instruction.</p> <p>Upon written request by the parent/guardian or other person having control or charge of the child, a student shall be excused from school in order to attend classes for religious instruction. The excused absence shall be limited to a total of not more than thirty-six (36) hours per school year. There shall be no penalty attached to an absence for religious holidays or instruction.</p>
<p>Title 22 Sec. 11.22</p>	<p>7. Tutorial work.</p> <p>Upon written request by the parent/guardian or other person having control or charge of the child, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curriculum. The excused absence shall not interfere with the student's regular program of study and the qualifications of the instructor shall be approved by the Superintendent.</p> <p>8. Health care.</p> <p>Upon written request by the parent/guardian or other person having control or charge of the child, a student may be excused during the school hours for the purpose of obtaining professional health care or therapy service.</p>
	<p><u>Unexcused Or Unlawful Absences</u></p> <p><b>Unexcused absence</b> is the absence of a student for one (1) of the following reasons:</p> <ol style="list-style-type: none"><li>1. Absence through parental neglect.</li><li>2. Illegally employed.</li><li>3. Truancy.</li></ol> <p><b>Unlawful absence</b> is unexcused absence for all students under seventeen (17) years of age.</p> <p><u>Follow-Up To Unlawful Absences For Students Who Are Of Compulsory School Age</u></p> <ol style="list-style-type: none"><li>1. The principal or designee shall make the decision declaring an absence as unlawful based upon information received from all available sources.</li></ol>

2. The principal or designee shall record the unlawful absence on the student's attendance record and notify the parents/guardians.
3. In the event a student accumulates three (3) days of unlawful absence in a school year, the principal shall send a first offense notice to the parents/guardians and a copy to the Director of Special Services.
4. For each incident of unlawful absence, after a first notice has been sent, beyond three (3), the principal shall direct, in writing, the attendance officer to issue a second offense citation to the parents/guardians of the student and file a complaint with the District Magistrate.
5. The principal or designee and the attendance officer shall attend citation hearings as scheduled by the District Magistrate.

Chronic Cases Of Unlawful Absenteeism For Students Who Are Of Compulsory School Age

1. If, after the first citation, additional unlawful absences occur, the principal shall consult with the Director of Special Services to formulate a plan for improving the student's attendance pattern.
2. If the school's efforts to improve the student's attendance pattern are unsuccessful, the Director of Special Services shall refer the case to one (1) or more of the following agencies:
  - a. Bucks County Children and Youth Social Service Agency.
  - b. Family Services.
  - c. Magisterial District Justice.
3. The Director of Special Services shall report the status of cases to the appropriate principal on an ongoing basis.

Follow-Up To Unexcused Absences For Students Who Are Not Of Compulsory School Age (Kindergarten students and students who are seventeen (17) years of age and older)

1. The principal or designee shall make the decision declaring absences as unexcused based upon information received from available sources.

<p>Title 22 Sec. 11.26</p>	<ol style="list-style-type: none"><li>2. The principal or designee shall record the unexcused absence on the student's attendance record and notify the parents/guardians and/or student.</li><li>3. In the event a student accumulates three (3) days of unexcused absence in a school year, the principal shall send a letter to the parents/guardians and/or student.</li></ol> <p><u>Absences Due To Educational Tours Or Trips During The School Year</u></p> <ol style="list-style-type: none"><li>1. Requests by parents/guardians for permission to have children absent from school for educational tours or trips must be made to and processed by the principal or his/her designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence.</li><li>2. The total number of approved days of absence shall not exceed five (5) days in a given school year. Days exceeding these guidelines shall be considered unlawful and/or unexcused.</li><li>3. The parent/guardian must assume the responsibility for checking with the principal or his/her designee, at least one (1) week or more if possible, in advance of the trip, to ascertain the present scholastic standing of the child in class.</li><li>4. The student shall be held responsible for making up missed assignments.</li></ol> <p><u>Request For Early Dismissal</u></p> <p>All cases of early dismissal should be preceded by a note from parent/guardian stating the time, date, and reason for dismissal.</p> <p>Student absences that result from early dismissal shall be treated in accordance with attendance laws. A student who is released from school prior to the midpoint of the school day will be recorded as absent from school for one half (1/2) day. Classification of the absence will be determined by the reason stated on the excuse.</p> <p>If a student has been excused for a half (1/2) day or more, s/he must present a written excuse signed by a parent/guardian upon return to school. The note must clearly indicate the reason for absence.</p>
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Make-Up Work Due To Absences

Students shall be permitted to make up work and/or examinations missed while absent from school. It shall be the building principal's responsibility to assure that an effective procedure is established for making up work between the student and teachers.

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