

ALLENTOWN SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: June 21, 2007

REVISED:

204. ATTENDANCE	
<p>1. Purpose SC 1301 Title 22 Sec. 11.12, 12.1 Pol. 200</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>2. Definitions</p>	<p>Absence shall mean a student's non-attendance on any day or one-half day when school is in session.</p> <p>Tardiness shall mean an unapproved absence for less than one-half school day. Periods of tardiness may be considered as cumulative, and they may be translated into equivalent days of absence.</p> <p>Habitually truant means absence for more than three (3) school days or their equivalent following the first notice of truancy.</p>
<p>3. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p> <p>SC 1332, 1333, 1354 Title 22 Sec. 12.1</p>	<p>Attendance is 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 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>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>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>SC 1327, 1329 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117, 118</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if properly 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 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 shall be excused without penalty when requested in writing by the parents/guardians prior to the date of excusal. The written request must be submitted to the building principal and must state the name and date of the holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board will, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction may not require the child's absence from school for more than thirty-six (36) hours per school year. The request shall describe the instruction and the dates and hours for which the absence is requested. Following each absence, the parent/guardian shall furnish to the district a written statement attesting to the child's attendance and the dates and hours during which such attendance occurred. The Board will not provide transportation to religious instruction. A penalty will not be attached to an absence for religious instruction.</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 include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.</p>
<p>Title 22 Sec. 11.5, 11.32</p>	<p>The Board will excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> 1. 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.
<p>SC 1327</p>	<ol style="list-style-type: none"> 2. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.

<p>SC 1330</p> <p>SC 1330 Title 22 Sec. 11.28</p> <p>Title 22 Sec. 11.22</p> <p>Title 22 Sec. 11.34 Pol. 117</p>	<p>3. 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. This permit requires the recommendation of the Superintendent and the approval of the Secretary of Education.</p> <p>4. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p> <p>5. 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>6. 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>4. Guidelines</p>	<p><u>Procedures For Reporting Attendance And Absences</u></p> <p>The school and the parent/guardian share in this responsibility:</p> <ol style="list-style-type: none"> 1. On a daily basis, class or homeroom teachers shall record the days of each student's attendance and the corresponding days of absence. Appropriate school offices shall be notified of daily student absences. 2. The parent/guardian of each student shall notify the school, by telephone, when the child will be absent. If this obligation is not met by 3:00 p.m. on the day of absence, the absence may be considered as illegal or unexcused. 3. Within three (3) days of a child's return to school from an absence, the parent/guardian shall submit a note or complete a school excuse blank attesting to the absence and the reason for its occurrence.
<p>SC 1333, 1354</p>	<p><u>Penalties</u></p> <p>Three (3) or more student days of absence without a lawful excuse will be considered a first offense. The Superintendent or designee, a Home and School Visitor or Secretary to the Board shall serve a notice of this absence, in person, upon the parent/guardian, or it shall be served by certified mail (return receipt requested) and ordinary mail, when the student has three (3) days, or their equivalent, of unlawful absence. The first offense shall be closed following three (3) calendar days of the serving of the notice, or upon the return of the student to school, within the three (3) days following the serving of the notice.</p>

<p>Title 22 Sec. 11.24</p> <p>SC 1333 42 Pa. C.S.A. Sec. 6302</p> <p>Title 22 Sec. 11.26</p>	<p>Following a first offense, a second offense shall be considered to have occurred whenever the student is again absent unlawfully, at any time during which the student is subject to compulsory school attendance. Through the office of a Magisterial District Judge, a citation shall be filed by the Superintendent or designee, a Home and School Visitor, Secretary to the Board, or other authorized officer upon the parent/guardian of a student accused of a second offense or any succeeding offense.</p> <p>A student whose name is on the active membership roll of a school, as a school student, who at any time in the school term is absent from school for ten (10) consecutive school days, shall be removed from the active membership roll unless one (1) of the following occurs:</p> <ol style="list-style-type: none"> 1. The district has been provided with evidence that the absence may be legally excused. 2. Compulsory attendance prosecution has been or is being pursued. <p>A student under age thirteen (13), who fails to comply with the compulsory attendance laws will be considered habitually truant and shall be referred by the school district for services (i.e. Lehigh County Office of Children and Youth Services) or possible disposition as a dependent child.</p> <p><u>Guidelines For Temporary Absence Permits</u></p> <p>Absences for three (3) or more days for trips and tours will require temporary absence permits and are limited to two (2) trips and a total of no more than five (5) days in any school year. A written request from the parent/guardian is required five (5) days in advance for all absences of this nature.</p> <p>The parent/guardian should make application for Temporary Absence Permit in person at the principal's office.</p> <p>Temporary Absence Permits are not entitlements. Principals shall consider the individual student's attendance history, academic standing and disciplinary record as well as the educational merit of the tour or trip when responding to requests. Permission for temporary absence will not be granted during PSSA testing periods for students in the designated grades and during the secondary school examination periods at the end of the first and second semesters for secondary students.</p> <p>All schools shall indicate to the parent/guardian that they and the student are responsible for completing make-up work or face failure.</p>
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<p>Title 22 Sec. 11.24</p>	<p>Compulsory school attendance will be enforced according to this policy. Temporary absences that exceed the allowable five (5) days per school year shall be considered unexcused/illegal. After ten (10) consecutive illegal/unexcused absences, the student shall be disenrolled retroactive to the first day of temporary absence requested unless compulsory school attendance enforcement is being pursued.</p>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<p>1. Ensure a school session that conforms with requirements of state regulations.</p>
<p>SC 1332, 1339</p>	<p>2. Govern the keeping of attendance records in accordance with state statutes.</p>
<p>Title 22 Sec. 11.41</p>	<p>3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</p>
<p>SC 1333, 1338</p>	<p>4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules.</p> <p>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.</p> <p>6. Ensure that students legally absent have an opportunity to make up work.</p>
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>7. Issue written notice to any parent/guardian within three (3) days of an unlawful absence. An excuse for such absence must be provided to the district within five (5) days of the absence. 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.</p> <p>8. Upon subsequent unlawful absences after receiving written notice as described above, refer parents/guardians of students to the Magisterial District Judge, who may issue a fine or other sentence in accordance with 24 Pa. 13-1333.</p>

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 – 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

Board Policy – 115, 117, 118, 200