

# Twin Valley School District

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No. 204

SECTION(S): Pupils

TITLE: Attendance

ADOPTED: March 20, 2000

REVISÉ: October 14, 2019

		204. Attendance	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	<p>1. Purpose</p> <p>SC 1327, 1330</p> <p>2. Guidelines</p> <p>3. Authority</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 Commonwealth. The educational program offered by this District is predicated upon the presence of the pupil, which is required for continuity of instruction and classroom participation. Excessive student absence is disruptive of the educational process and, therefore, harmful to our students and to our society. The regular contact of pupils with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.</p> <p>This policy is hereby adopted in coordination with the intended goal of this School District to eliminate unnecessary and excessive student absence. The policy shall apply to all students who are required by the laws of this Commonwealth, and the regulations of the Department of Education, to be in attendance as students enrolled in the Twin Valley School District.</p> <p>Resident children shall be entitled to attend the District's public schools from the earliest admission age to the District's kindergarten school program until the age of 21 years. School attendance is compulsory from the time the child enters the lowest grade of an elementary school above kindergarten, which shall be not later than at the age of eight years, until the age of 17 or graduation from a regularly accredited senior high school. Beginning with the 2020-2021 School Year, compulsory school age will be defined as from the time the parent or guardian places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school. No student shall be admitted to the District's schools who has attained a high school diploma or its equivalent unless such student is part of a foreign exchange program.</p> <p><u>Full Attendance Required</u> - Students are required by law to be in full attendance each school day unless absent for an approved reason, which is defined herein as an <u>excused absence</u>.</p> <p>Any absence not approved shall be deemed to be an <u>unexcused absence</u>. The building principal(s) shall approve excused absences and determine when an absence is unexcused.</p> <p><u>Excused Absences</u> - The guidelines governing excused absences are established by the Department of Education and may be found in Chapter II of Title 22 of the Pennsylvania Code. The parents of a student are responsible to see that each child is in lawful school attendance. Therefore, any request that an absence be approved as an excused absence must be requested, in writing, from a parent. The following are the only reasons an absence will be excused:</p>	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50
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1		A.	Observance of a student of a bonafide religious holiday in accordance with the student's religious beliefs. Religious instruction is restricted to a maximum of 36 hours per school year. Participation in such instruction shall be voluntary, shall be based upon the written permission of parents/guardians, shall be restricted to one (1) hour per week, and shall be supported by the provision to the District of a weekly attendance record by the sponsor of such religious instruction.	1
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11	SC 1546	B.	To obtain health care from a licensed practitioner, on those occasions when it is not practical or possible for the student to receive such health care after school hours. Absence hereunder shall be limited to the minimum time necessary to receive the required health care.	11
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17		C.	Illness or other urgent reasons. An absence hereunder shall be deemed excused upon receipt of satisfactory evidence of a student's illness, physical injury, or upon other urgent reasons. Non-attendance by a student shall be for a temporary period. The term "urgent reason" shall be strictly applied and shall not permit irregular attendance. Therefore, excused absence hereunder shall be limited to:	17
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26		1.	Illness	26
27		2.	Physical Injury	27
28		3.	Death in the student's immediate family	28
29		4.	Other reasons properly deemed to be "urgent" by the building principal(s)	29
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31				31
32		D.	Educational trips, not school sponsored. A student may be excused during a school year for up to five (5) days of absenteeism resulting from family or family financed trips which have educational aspects. The request to be excused for an educational trip must be approved in advance by the building principal. Approval will be contingent upon the student's academic progress, attendance record, and on the student's responsibility for keeping up with assignments during the trip. In the event that the request exceeds 5 school days, the parent will be required to submit a special request to the Superintendent or designee. No trip will be approved during the first or last five (5) days of a semester, or during published state standardized testing dates. The Superintendent or designee will determine whether or not any additional days will be approved.	32
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1		E.	Absences from class for school sanctioned activities, including	1
2			but not limited to, field trips, athletic events, and non-athletic	2
3			events shall be exempt from the 30-day excused absences limit	3
4			described in this policy.	4
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6		F.	Tutorial Work. Upon parental request, a pupil may be excused	6
7			during school hours for the purpose of receiving tutorial	7
8			instruction in a field not offered in the District's curriculum	8
9			but only under the following circumstances: the excuse does	9
10			not interfere with the regular program of studies; the	10
11			qualifications of the instructor are approved by the	11
12			Superintendent; and any instruction or transportation costs	12
13			associated with receiving tutorial instruction shall be the	13
14			responsibility of the parent/guardian involved.	14
15				15
16		G.	With prior approval from the Superintendent or designee, a	16
17			student may receive up to ten additional excused absences for	17
18			the purpose of visiting with a parent, guardian, or family	18
19			member who is an active duty member of the uniformed	19
20			services and has been called to duty for, is on leave from, or	20
21			immediately returned from deployment to a combat zone or	21
22			combat support posting.	22
23				23
24				24
25			<u>Unexcused Absence and Penalties</u> - Every student absence from	25
26			school, or from any class a student is required to attend, which is	26
27			not approved as an excused absence shall be deemed to be an	27
28			unexcused absence. The following penalties shall be imposed for	28
29			unexcused absences:	29
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31	Act 138, 2016	A.	If a secondary student's unexcused absences from any class	31
32			total more than eight (8) for a semester course or fifteen (15)	32
33			for a full year course on the last day of the semester course or	33
34			full year course, the student shall not be granted credit toward	34
35			graduation or promotion for any such semester course or	35
36			yearly course.	36
37				37
38		B.	Discipline for attendance infractions will be in compliance with	38
39			the requirements set forward by state law.	39
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42		C.	The Board authorizes the building principal(s) to revoke driving	42
43			privileges from any student who reaches five (5) days of	43
44			unexcused absence in any given marking period during the	44
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1		school year. Regardless of the marking period in which driving	1
2		privileges are revoked, the revocation may be effective from the	2
3		date of revocation until the end of the school year.	3
4			4
5		<u>Specific Unsatisfactory Excuses</u> - In addition to the limitations	5
6		previously set forth in this policy, students are specifically placed on	6
7		notice that unsatisfactory excuses may include but not be limited to	7
8		the following:	8
9		A. Missing the bus	9
10		B. Oversleeping	10
11		C. Automobile Failure	11
12		D. Cutting Class	12
13		E. Failure of parent to arrange for child care	13
14			14
15		<u>Excessive Excused Absence</u> - There are many patterns of absence	15
16		that defy credibility (ex: every Friday, every Monday, every other	16
17		day). When, in the opinion of the building principal(s) and in	17
18		accordance with the School Code, a student demonstrates a pattern	18
19		of chronic absence, a medical excuse may be required.	19
20			20
21		<u>Excessive Absences Whether Excused or Unexcused</u> - If a student at	21
22		the secondary level is absent from any class, excused or unexcused,	22
23		more than fifteen (15) periods for a semester course or thirty (30)	23
24		periods for a full year course on the last day of the semester or year,	24
25		the student may not be granted credit toward graduation or	25
26		promotion for any such semester course or year course for such	26
27		course or courses. In any such event, the student shall not receive	27
28		credit for each applicable course. Students at the elementary level	28
29		who have more than fifteen (15) days of unexcused absence in any	29
30		school year may not be granted promotion.	30
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32			32
33		Graduating seniors who submit satisfactory documentation may be	33
34		excused from school attendance for a maximum period of three (3)	34
35		school days for the purpose of attending required interviews for	35
36		college admission or for attendance at bona fide interviews for full-	36
37		time, postgraduate employment provided that such interviews	37
38		cannot be scheduled outside of school hours. Juniors who submit	38
39		satisfactory documentation may be excused from school attendance	39
40		for a maximum of three (3) school days for college visitations.	40
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44		Upon return from an absence from school, the student shall provide	44
45		a written statement signed by the parent/guardian and including	45
46		the date of and reasons for the absence. If the written statement is	46
47		not provided within three (3) school days following the student's	47
48		return to school, the absence will be considered to be an unexcused	48
49		absence.	49
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1	School Code 1327,	Each teacher shall maintain an accurate daily record of absences	1
2	1330, 1546	and tardiness for all students in the teacher's classes. The building	2
3		principal(s) will formulate definitions to distinguish among	3
4		tardiness, half-day absenteeism, and whole-day absenteeism. Each	4
5		principal will establish procedures for maintaining close	5
6		communication with parents/guardians regarding student	6
7		absenteeism. For students of compulsory school attendance age	7
8		unexcused absences are illegal; and the District will implement the	8
9		resulting actions as specified by State legislation.	9
10			10
11	PA Code	<u>Make-Up Work</u> - Students are provided an opportunity to complete	11
12	Title 22	assignments missed because of absences. Arrangements for make-	12
13	11.21, 11.22	up work are the primary responsibility of the student and/or the	13
14		student's parents. Extended time may be granted in cases where	14
15		extra time is needed. Time and work may be made up after school,	15
16		at home, or during school hours. Students who cut class or whose	16
17		absence is illegal or unexcused may not make up any work missed	17
18		on the dates of illegal or unexcused absences.	18
19			19
20		<u>Notification of Parents</u> - The school will attempt to notify parents of	20
21		continued absences from school and classes. Attempts will be made	21
22		to have parents verify receipt of probationary letters and review	22
23		letters by having them sent through <u>certified mail</u> . Personal	23
24		requests for notification on a more frequent basis will be handled	24
25		through procedure(s) developed by the building principal(s).	25
26			26
27	Act 138 of 2016	<u>Unlawful Absences</u>	27
28		The district will follow the guidelines in state law in regards to	28
29		unlawful absences and truancy.	29
30			30
31		<u>Exceptions To Student Penalties Imposed Under This Policy</u> -	31
32		Exceptions to the penalties established by this policy may be	32
33		granted at the discretion of the principal(s) when, under the	33
34		individual circumstances involved, it is reasonable and prudent to	34
35		do so.	35
36			36
37		<u>Appeals/Reviews</u> - If a student exceeds the maximum days of	37
38		absence as outlined in this policy with no provision for substantial	38
39		justification for the absence, the student will have the right to:	39
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41		1. Petition his/her case to be reviewed by the building level	41
42		administration.	42
43			43
44		2. Have the case reviewed by the Superintendent or designee.	44
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47		Petitions will be accepted only in cases where the petition is for relief	47
48		from academic sanctions. Petitions will not be accepted for any	48
49		disciplinary actions or revocation of driving privileges resulting from	49
50		violations of this attendance policy.	50
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