

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: February 18, 2004

REVISED:

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| 204. ATTENDANCE | |
| <p>1. Purpose</p> | <p>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.</p> <p>The Board believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. The Board expects that every step will be taken by appropriate school personnel to implement this philosophy.</p> |
| <p>2. Authority SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41</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 conditions that may reasonably cause the student's absence.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none">1. Medical excuses.2. Parental excuses for personal illness, quarantine, or other exceptional urgent reasons up to ten (10) days will be accepted. More than ten (10) days will be considered unexcused, unless accompanied by a doctor's excuse.3. Impassable roads.4. School-sponsored field trips.5. Funeral for family members/death in the immediate family. |

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| <p>Title 22 Sec. 11.21</p> | <p>6. Educational travel, which has been preapproved by the administration.</p> <p>7. Religious holidays.</p> <p>8. College visits [three (3) to four (4) days preapproved].</p> |
| <p>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p> | <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 care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or 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 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.</p> |
| <p>SC 1546 Title 22 Sec. 11.21</p> | <p>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.</p> |
| <p>SC 1329</p> | <p>The Board shall 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 appearance, and family emergency.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> |
| <p>SC 1330</p> | <p>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.</p> |

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| <p>Title 22 Sec. 11.5, 11.32</p> | <p>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.</p> |
| <p>SC 1327</p> | <p>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p> |
| <p>SC 1330</p> | <p>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.</p> |
| <p>SC 1330</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>Title 22 Sec. 11.34</p> | <p>1. Students receiving private instruction from a properly qualified tutor.</p> |
| <p>SC 1327</p> | <p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist.</p> |
| <p>SC 1332, 1333</p> | <p>3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</p> |
| <p>3. Guidelines</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>Regulations/Procedures for attendance shall be disseminated in student, parent and faculty handbooks.</p> |
| | <p><u>Release of Students from School</u></p> |
| | <p>Teachers shall not release students from school without the prior approval of the building principal or designee. No student shall be released from school to go with any adult other than the parent/guardian of the child without the principal's permission.</p> |

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| <p>Title 22 Sec. 11.26</p> <p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p> <p>SC 510, 1318</p> <p>Pol. 233</p> | <p><u>Educational Tours and Trips, Not School Sponsored</u></p> <p>Upon receipt of a written request from the parents, students may be excused by the administration from school attendance to participate in an educational tour or trip.</p> <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 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. 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, within three (3) 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 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>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>The Board authorizes the Superintendent or designee to suspend a student from a particular class or from school in accordance with Board policy, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent or designee is authorized to establish the criteria to implement this policy.</p> |
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