

**A. W. BEATTIE
CAREER CENTER**

SECTION: PUPILS
 TITLE: ATTENDANCE
 ADOPTED: May 27, 1999
 FIRST READING: August 17, 2004
 APPROVED: September 23, 2004
 REVISED & APPROVED: July 21, 2005
 FIRST READING: March 28, 2019
 REVISED & APPROVED: April 25, 2019

204. ATTENDANCE	
1. Purpose	<p>The Joint Operating Committee (JOC) requires that school age students enrolled in the school attend regularly, in accordance with state laws. The educational program offered by the Career Center is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.</p>
2. Authority	<p>Attendance shall be required of all students enrolled in the Career Center during the days and hours that the school is in session, except that the building administrator may excuse a student for temporary 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>The Joint Operating Committee considers the following conditions to constitute reasonable cause for absence:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Required court attendance. 5. Death in family. 6. Family educational trips. 7. Educational tours and trips. Absences shall be treated as unlawful until the school receives a written request explaining the absence, to be submitted prior to the days of absence. <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.</p>

The Joint Operating Committee may report to appropriate authorities or sending school districts infractions of the law regarding the attendance of students below the age of compulsory attendance. The Joint Operating Committee shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted in accordance with law.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where a school program is in session by authority of the Joint Operating Committee; the student is receiving approval 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.

Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Joint Operating Committee as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Joint Operating Committee shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Joint Operating Committee. Such instruction shall not require the student's absence from the Career Center for more than thirty-six (36) hours per school year, and its organizers must inform the Joint Operating Committee of the student's attendance record. The Joint Operating Committee shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Joint Operating Committee shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA, SkillsUSA or FCCLA upon written request to the event.

The Joint Operating committee will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, or other urgent reasons.

Educational Tours and Trips

The Joint Operating Committee may excuse a student from attendance to participate in an educational tour or trip not sponsored by the Career Center or participating school district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee of the participating school district and the Executive Director or Principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Superintendent of the participating district and the Executive Director or Principal.

<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>The Joint Operating Committee may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term, in conjunction with the participating school district.</p> <p>The Executive Director or Principal 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. Distribute annually to staff, students, and parents/guardians Joint Operating Committee policies and school rules and regulations governing student attendance, absences and excuses. 4. Ensure that students legally absent have an opportunity to make up work. <p>Eligibility for continuation of Career and Technical education at A. W. Beattie Career Center will require the student to be in attendance at the school with the following circumstances:</p> <ol style="list-style-type: none"> 1. After three (3) days of unexcused absences the parent will be notified by mail, and a student attendance improvement conference will be scheduled. <ol style="list-style-type: none"> a. The following individuals shall be invited to the School Attendance Improvement Conference: <ol style="list-style-type: none"> i. The student ii. The student's person in parental relation. iii. Other individuals identified by the person in parental relation who may be a resource. iv. Appropriate school personnel. v. Recommended service providers. <p>Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p> <p>The outcome of the School Attendance Improvement Conference shall be documented and retained in the student's file.</p> <p>A. W. Beattie will work in conjunction with the sending school district in order to hold and provide notice of the Student Attendance Improve Conference and create a Student Attendance Improvement Plan.</p> <p>A student will become habitually truant, and further action may be taken by the sending District when the student has received six (6) unexcused absences.</p>
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When a student under fifteen (15) years of age is habitually truant, the Sending district staff:

1. Shall refer the student to:
 - a. A School-based or community-based attendance improvement program; or
 - b. The local children and youth agency
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, the sending district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

The sending district staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when the sending district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, the sending district staff shall provide verification that the Career Center attempted to schedule a School Attendance Improvement Conference.

Filing a Citation -

A Citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

For students with disabilities who are truant or habitually truant, the appropriate district team shall be notified by the Career Center's learning support staff so they may address the student's needs within the district in accordance with applicable law, regulations and board policy.

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1. All absences are marked unexcused until one of the following occurs:
 - a. Written excuse signed by the parent/guardian;
 - b. Email excuse using the Career Center form;
 - c. Notification from the home school of approved event or suspension;
 - d. Receipt of documentation of court appearance.
2. All such excuses should be provided within twenty-four (24) hours of the absence
3. Attendance records will be kept by A. W. Beattie and provided to the sending school district.

A. W. Beattie will work with the sending school district to ensure that attendance of all students is in accordance with the law.

Student Dismissal Procedures

A. W. Beattie Career Center is legally responsible for the safety of students during the school day. Therefore, procedures will be set up to validate requests for early dismissal to assume that students are released only for proper reasons.

Under this policy, the following is required:

1. A student may only be released for an early dismissal when a written request is signed by the parent/guardian and provided to A. W. Beattie Career Center at the start of the student's school day.
2. In the event of an emergency, where written requests are not feasible, parental verification must be obtained prior to the student being released.
3. A student will only be released to a parent or other designated adult.

School Codes:

<u>1. 24 P.S. 1301</u>	<u>11. 22 PA Code 11.26</u>	<u>21. 22 PA Code 11.3</u>
<u>2. 24 P.S. 1326</u>	<u>12. 24 P.S. 1333</u>	<u>22. 24 P.S. 1332</u>
<u>3. 24 P.S. 1327</u>	<u>13. 24 P.S. 1354</u>	<u>23. 24 P.S. 1339</u>
<u>4. 22 PA Code 11.12</u>	<u>14. 22 PA Code 11.8</u>	<u>24. 24 P.S. 1338</u>
<u>5. 22 PA Code 11.41</u>	<u>15. 22 PA Code 11.22</u>	<u>25. 24 P.S. 1318</u>
<u>6. 22 PA Code 12.1</u>	<u>16. 22 PA Code 11.28</u>	<u>36. 24 P.S. 1850.1</u>
<u>7. 24 P.S. 1329</u>	<u>17. 22 PA Code 11.21</u>	<u>22 PA Code 11.5</u>
<u>8. 24 P.S. 1330</u>	<u>18. 24 P.S. 1546</u>	<u>22 PA Code 11.24</u>
<u>9. 22 PA Code 11.23</u>	<u>19. 22 PA Code 11.1</u>	<u>22 PA Code 11.32</u>
<u>10. 22 PA Code 11.25</u>	<u>20. 22 PA Code 11.2</u>	<u>22 PA Code 11.34</u>