

Williamsburg Community  
School District

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: 4/21/87

REVISED: 7/18/06, 10/17/06, 8/19/10

# POLICY GUIDE

## 204. ATTENDANCE

- 1. Purpose  
SC 1301  
Title 22  
Sec. 11.12, 12.1  
Pol. 200

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.

- 2. Authority  
SC 1302, 1327,  
1329  
Title 22  
Sec. 11.11, 11.23,  
11.25, 11.41  
12.1

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 reasons that may reasonably cause the student's absence. **Urgent reasons shall be strictly construed and do not permit irregular attendance.**

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness.
- Quarantine.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Family educational trips. (limit 10 days in any one school year)
- Educational tours and trips.

Title 22  
Sec. 11.26

**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>SC 1332, 1333, 1354 Title 22 Sec 12.1</p>	<p><b>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 be require an excuse from a licensed physician</b></p>
<p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118</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>Title 22 Sec. 11.8, 11.22, 11.23, 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 or <b>therapeutic services</b>; 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 on a day approved by the Board as a religious holiday shall be excused. <b>A penalty shall not be attached to an absence for a religious holiday.</b></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. <b>A penalty shall not be attached to an absence for religious instruction.</b></p>
<p>SC 1329 Title 22 Sec. 11.41</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</p> <ul style="list-style-type: none"> <li>- medical or dental appointments,</li> <li>- court appearance,</li> <li>- family emergency,</li> <li>- <b>urgent reasons.</b></li> </ul>

SC 1330	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
Title 22 Sec. 11.5, 11.32	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.
SC 1327	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 <b>part-time</b> attendance in this district.
SC 1330	Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330 Title 22 Sec. 11.28	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.
Title 22 Sec. 11.22	Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
Title 22 Sec. 11.34	The Board may excuse the following students from the requirements of attendance at district schools:
Title 22 Sec. 11.26	Students receiving <b>tutorial instruction in a field not offered in the district's curricula</b> from a properly qualified tutor <b>approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</b>
	Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist <b>and approval of the Secretary of Education.</b>
	<u><b>Educational Tours And Trips</b></u>
	<b>The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:</b>
	1. <b>The parent/guardian submits a written request for excusal prior to the</b>

<p>SC 1332, 1333, 1354</p> <p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354</p>	<p>absence.</p> <ol style="list-style-type: none"> <li>2. The student's participation has been approved by the Superintendent (4-10 days) or building principal (1-3 days).</li> <li>3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.</li> </ol> <p>The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term (if the student has exceeded 10 absences and/or 3 unexcused absences in any 9 month school period preceding the trip).</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>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ul style="list-style-type: none"> <li>-Ensure a school session that conforms with requirements of state regulations.</li> <li>-Govern the keeping of attendance records in accordance with state statutes.</li> <li>-Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</li> <li>- 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.</li> <li>- 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.</li> <li>- Ensure that students legally absent have an opportunity to make up work.</li> <li>- Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought</li> </ul>
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<p>Title 22 Sec. 11.24</p>	<p>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/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>SC 510, 1318</p>	<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><b>References:</b></p> <p><b>School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</b></p> <p><b>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, 12.1</b></p> <p><b>Board Policy – 115, 117, 118, 200</b></p>

## ELEMENTARY ATTENDANCE PROCEDURES

(To be used in conjunction with Policy Guide 204)

Purpose:

To establish procedures in dealing with student absences. (Use in conjunction with attendance policy.)

Procedures:

I. Unexcused absences

Unexcused absences shall be dealt with in accordance with the PA School Code.

II. Tardiness

High School – see Excessive Tardy provisions of Policy.

Elementary – Elementary students will be required to stay for detention as deemed necessary by the elementary principal.

III. Students Absent 10 Days

A phone call from the school will be made to the home of any student who is absent for 10 school days. This is a cumulative total and doesn't reflect continuous absence necessarily. (The call can be made sooner at the discretion of the building principal.) Such call shall inquire as to the nature of the illness and relate to the parent the importance of school attendance.

IV. Students Absent 15 Days

Fifteen days of cumulative absence will necessitate a letter by the building principal suggesting ways to combat continued absences from school.

V. Students Absent 20 Days

A request for parent conference will be initiated by the building principal for any student missing 20 days or more.

IV. Students Absent 25 Days

A cumulative record of 25 absences will result in retention at the grade level for the following year. Extenuating circumstances, however, such as homebound instruction, hospitalization, etc. will be taken into consideration. Final determination will be made by the building principal after consultation with classroom teachers.

LDS 1/16/92

## HIGH SCHOOL ATTENDANCE PROCEDURES

(To be used in conjunction with Policy Guide 204)

Purpose:

To establish procedures in dealing with student absences. (Use in conjunction with attendance policy.)

Procedures:

### I. Unexcused absences

Oversleeping will be considered an unexcused absence.

A detention warning will be issued for the first offense of failing to submit a written excuse within 3 days of returning to school after an absence. Each additional offense will result in 1 Saturday detention or 3 after-school detentions.

A student who has unexcused absences will not be permitted to make up work or tests missed during the unexcused absence.

Students with more than 3 unexcused absences will not be permitted to attend formal dances, semi-formal dances, or field trips.

Parents/guardians of students who have accumulated 3 unexcused absences from school will be notified. The Pennsylvania State School Code specifies a limit of 3 days per year before fines are imposed. Those students who accumulated additional unexcused absences will be recommended for prosecution before the local magistrate and assigned 1 Saturday detention or 3 days of after school detention for each additional unexcused absence.

### II. Tardiness

All students will be considered tardy if they arrive after the 7:50AM tardy bell. Students entering after the 7:50AM tardy bell and prior to 9AM will be considered tardy. These students are to report to the high school office upon entering with a written excuse. Oversleeping will not be considered an excused tardy or absence. If a student is seen coming through the front door after 7:50AM, and does not come directly to the office, the student will be marked late and receive a detention. After 3 tardies to school, 1 Saturday detention or 3 after school detentions will be assigned. If tardiness continues, then 1 Saturday detention or 3 after school detentions will be assigned for each tardy thereafter. Students who are chronically late to school may also be referred to the local magistrate for failure to comply with the attendance regulations.

Note: Students involved in or attending extra curricular activities must be present in school by 9AM or they cannot participate, attend, or be on school grounds after school unless they have a medical appointment with doctor verification.

### III. Students absent 8 days

The high school office will notify the parents/guardians of a student who has accumulated 8 days of absences from school.

IV. Students absent 10 days

The high school office will notify the parents/guardians of a student who has accumulated 10 days of absences from school informing them of the specific dates of absence, requesting a parent contact by phone or schedule a meeting with the high school principal or guidance counselor and requiring a written medical excuse (doctor's signature) for all subsequent absences. Failure to produce a doctor's excuse will result in the absences being recorded as unexcused.

V. Students absent 20 days

Students who accumulated 20 days of absences will be required to attend class but shall not receive graduation credit for the course(s), depending on their overall school attendance record, discipline record, and grades. If a student accumulates 20+ absences in a year, he/she is subject to fail for the year.

Attendance Appeals Board

Administrative decisions that result in the loss of credit(s) may be appealed by parents before a special Attendance Appeals Board; consisting of the guidance counselor, a subject teacher, the high school principal, and the superintendent/designee.

LKS 7/13/10