

# Tyrone Area School District

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: JUNE 25, 2012

<b>204. ATTENDANCE</b>	
<p>1. Purpose SC 1327, 1330</p>	<p>The Board of Education requires that school-aged students enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.</p> <p>The regular contact of students 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>2. Authority SC 1327, 1329</p>	<p>Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.</p> <p>The board considers the following conditions to constitute reasonable cause for absence from school:</p> <ul style="list-style-type: none"> <li>◆ illness</li> <li>◆ quarantine</li> <li>◆ recovery from accident</li> <li>◆ required court attendance</li> <li>◆ death in immediate family</li> <li>◆ family educational trips</li> <li>◆ educational trips.</li> </ul> <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>A student can miss a maximum of twelve (12) days of school, whether the absences are excused by a parental note, medical with a doctor's excuse, or an illegal absence. The doctor's excuse is to indicate that the student had a medical condition that interfered with the student's ability to attend school on the date of the absence(s) in question. All absences beyond twelve (12) cumulative days shall require an excuse from a licensed physician or the absence will be considered unlawful or unexcused. <b>NOTE: For a medical excuse to be valid, a student must use and turn in the official Tyrone Area School District Medical Excuse</b></p>

	<p><b>Form. This form can be obtained in each of the district's Attendance Offices or on the Tyrone Area School District website.</b></p> <p>When a student misses ten (10) accumulative days, a meeting may be scheduled between the parents, principal, dean, school social worker, counselor and possibly the teacher(s). When a student misses twenty (20) accumulative days, another meeting may be scheduled.</p> <p><b>If a student misses more than twenty-five (25) accumulative days during the school year, the parent(s) or guardian(s) will be required to meet with the principal and dean. Any student missing more than twenty-five (25) days is in jeopardy of not passing to the next grade. A high school student missing twenty-five (25) or more days will lose credit for courses.</b></p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by the observance of the student's religion on a day approved by the board as 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>Title 22 Sec. 1329 SC 1327, 11.28 11.22</p>	<p>Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 5.222</p>	<p>The board shall consider each student assigned to a program of independent study to be in regular attendance for the program, provided that s/he is under the guidance of a staff member so assigned and reports weekly to such staff member the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.</p>
<p>SC 510, 1318</p>	<p>Repeated infractions of board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.</p> <p>It shall be the policy of the board to consider the effectiveness and appropriateness to the student's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.</p>
<p>SC 1318</p>	<p>The board authorizes the superintendent to suspend a student from a particular class or from school in accordance with the policies of the board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The superintendent is authorized to establish the criteria to implement this policy.</p> <p>The board shall excuse the following students from the requirements of attendance at the schools of this district:</p>

SC 1330	A. 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 so urgent as to preclude regular attendance;
Title 22 Sec. 11.5, 11.32	B. 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 schools of this district shall be counted as being in attendance in this district;
SC 1327	C. students sixteen or seventeen years of age whose enrollments in a private trade or business school have been approved;
SC 1330	D. children fifteen years of age, and fourteen years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits; and
SC 1330	E. children sixteen years of age regularly employed during the school session and holding a lawfully issued employment certificate.
	The board may excuse the following students from the requirements of attendance at the schools of this district:
Title 22 Sec. 11.22	A. students receiving private instruction from a properly qualified tutor;
Title 22 Sec. 11.34	B. homebound children unable on the recommendation of the school physician, school psychologist or a psychiatrist; and
SC 1327	C. students enrolled in special schools conducted by the Department of Education.
SC 1332, 1333	The board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. The principal shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.
3. Delegation of Responsibility	The superintendent shall develop procedures for the attendance of students which:
Title 22 Sec. 11.1, 11.3	A. ensure a school session which is in conformity with requirements of the rules of the State Board;
SC 1332, 1339	B. govern the keeping of attendance records in accordance with rules of the State Board;
	C. impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from school activities;

<p>SC 1333, 1354</p>	<p>D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;</p> <p>E. ensure that students absent for any reason have an opportunity to make up work they missed; and</p> <p>F. issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be so 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 1546</p>	<p>The principal shall, upon written request of the parents or 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>The board will recognize other justifiable absences. These will include religious instruction/holiday.</p> <p>Students planning to be absent five (5) days or fewer for the purpose of planned educational trips must have prior approval from the principal's office. Six (6) or more days shall require the approval of the Superintendent.</p>
<p>4. Guidelines</p>	<p><u>Tardies</u></p> <p>Students are required to be in homeroom before the tardy bell. Anything after the tardy bell is considered tardy to school. Consequences for unexcused tardies are addressed in the Elementary Parent Handbook, Middle School Student Handbook, and High School Parent-Student Handbook.</p> <p><b>REFERENCES</b></p> <p>School Code - 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p> <p>State Board of Education Regulations - 24 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</p> <p>Board Policies - 115, 117, 118, 200</p>