

SECTION: PUPILS

TITLE: ATTENDANCE

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: July 12, 2000
 REVISED: November 10, 2005
 REVIEWED: November 10, 2005

	202. ATTENDANCE	1
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1. Purpose	The Board of Education requires that school-aged pupils enrolled in the	4
	schools of the district attend school regularly in accordance with the laws of	5
SC 1327,	the State. This educational program offered by this district is predicated upon	6
1330	the presence of the pupil and requires continuity of instruction and classroom	7
	participation.	8
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	The school code requires student attendance from the time the child's parents	10
	elect to have the child enter school which shall not be later than eight (8) years	11
	of age until age seventeen (17). Therefore, the district will develop	12
	procedures to encourage regular attendance and to prosecute violations to the	13
	compulsory attendance laws.	14
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	<u>Excused Absences for Temporary Periods</u>	16
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	The following are reasons for excused absences:	18
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Title 22	1. <u>Religious holidays</u> observed by bona fide religious groups when	20
Sec 11.21	requested in writing by the parents stating the name and date of the	21
(a)	holiday.	22
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SC 1546	2. <u>Religious instruction</u> for a maximum of 36 hours per school year when	24
	requested in writing by the parents.	25
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Title 22	3. <u>Medical, dental, or other health care appointments</u> when requested in	27
Sec. 11.23	writing by the parents and/or verified by the practitioner.	28
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Title 22	4. <u>Illness or recovery from an accident</u>	30
Sec. 11.25		31
	5. <u>Death in the family</u> , limited to five (5) days per occurrence.	32
	(exceptions may be granted by the principal)	33
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	6. <u>Court appearance</u> .	35
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7. Unavoidable emergencies will be reviewed by the principal or designee who will make the decision whether the emergency is unavoidable.

8. Out of school suspension.

Excuses – Students are to turn in written excuses for all absences that follow the procedures that are written in the building, board approved student handbooks upon their return to school. The principal and/or attendance personnel will review the excuse to determine if the absence is excused or unexcused. All unexcused absences will be recorded as unlawful for students under seventeen (17) years of age. If an excuse is not turned in within three (3) days, the absence may be declared unexcused and when appropriate unlawful.

Disciplinary actions:

1. District – on the district level the following procedures will be used.

a. In certain circumstances, students with one (1) or more unlawful absences may receive a first notice. Examples are students who are truant or leave school grounds during the school day without permission from the building administrator.

b. Students with three (3) or more unlawful absences will be issued on a first notice unless they have already received a first offense notice.

c. Upon the next and each subsequent unlawful absence, all parents who have received a first notice, will receive a second offense notice and be referred to the district magistrate for violation of compulsory attendance laws.

2. Building – At each building specific disciplinary procedures for students who violate the building’s attendance rules will be developed and published in student handbooks.

Excessive Absences

1. Absences in excess of ten (10) days may result in warning notice being issued by the principal. The notice will state that unless attendance improves a doctor’s excuse or other acceptable evidence will be required.

2. Absences in excess of twenty (20) days may require a doctor’s excuse or other acceptable evidence. The principal will notify the parent in writing of this requirement. If a doctor’s excuse is not presented within the time as published in the approved student handbook, the absences will be declared unexcused and, where appropriate, unlawful.

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	<u>Educational Trips</u>	5
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	1. Students may be excused from school attendance to participate in non-school district sponsored educational trips.	7
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	2. To be eligible under this section, the student’s parent/guardian must make written application prior to the trip.	10
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	3. Approval will be based on the student’s attendance record, the student’s previous trips, the educational value of the trip, and teacher recommendations.	13
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	4. Failure to get pre-approval for an education trip may result in the absences for the trip being declared unexcused and, where appropriate, unlawful.	17
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	5. The student is expected to make up classroom work missed while absent. Failure of the student to complete make-up work may result in an incomplete for the grading period during which the trip was taken.	21
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	6. The student may also be required to provide the building principal a written account describing what was learned during the educational trip.	25
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Title 22 Sec. 26	7. For elementary students who are unable to provide such written statements, an oral statement or discussion with the teacher or the principal may be used.	28
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Title 22 Sec. 11.4	<u>Attendance at Post Secondary Schools</u>	32
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	Students may choose to attend post secondary schools full-time prior to graduation. Such attendance will be in lieu of regular school attendance as described in district policy. Students who choose to attend will be at their personal expense. A letter from the college indicating they are enrolled, and an official copy of transcript upon completion of the courses.	34
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	<u>Part-time Attendance for Potential Graduates</u>	40
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Title 22 Sec. 11.5	A senior, who can complete graduation requirements by attending school part-time, may be excused part-time from school attendance for the purpose of attending a post secondary school or a of being lawfully employed.	42
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	<u>Excusal from Instruction for Religious Objections</u>	5
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Pol. 105.2	Parents may request that their child be excused from specific lessons or units of instruction such as sex education, AIDS education, evolution, or other topics for religious reasons. Students will be excused upon completion of the following:	7
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	1. A parental letter requesting student dismissal from instruction which explains the reasons for the request.	12
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	2. If necessary, a parental meeting with the teacher to review the unit to which she/he objected and to determine appropriate alternative assignments.	15
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School Code		21
510, 1318		22
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1354, 1546		26
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PA Code		29
Title 22		30
Sec. 5.222		31
11.1. 11.3		32
11.5, 11.22,		33
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