

WEST JEFFERSON HILLS SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: October 31, 1987

REVISED: September 23, 2014

<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 11.41, 12.1 Pol. 200</p> <p>2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1</p> <p>Title 22 Sec. 11.25</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The purpose of this policy is to promote regular school attendance and to improve the academic achievement of students in the West Jefferson Hills School District.</p> <p>Regular school attendance is a prerequisite for school success. School success correlates highly with regular school attendance. A student's absence from class disrupts the continuity of the learning process; and the benefits of regular classroom instruction, once lost, can never be regained.</p> <p>Supervised classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the supervision of school personnel provides valuable important personal interactions between students and teachers. Such activities are a vital part of the learning process in any public school.</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 upon receipt of 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 Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family. 5. Family educational travel, with prior approval.
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<p>Title 22 Sec. 11.26</p>	<p>6. Educational tours and trips, with prior approval.</p> <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 maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board shall 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 requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1327 Title 22 Sec. 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118</p>	<p>Attendance need not always be within school buildings. A student shall 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 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.</p>
<p>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a 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. A penalty shall not be attached to an absence for religious instruction.</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 medical or dental appointments, court appearances, family emergencies, and other urgent reasons.</p>

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<p>SC 1329, 1330 Title 22 Sec. 11.34</p> <p>SC 1327 Title 22 Sec. 11.32</p> <p>Title 22 Sec. 11.5</p> <p>SC 1327.1 Pol. 137</p> <p>SC 1327</p> <p>SC 1330</p> <p>SC 1330 Title 22 Sec. 11.28</p>	<p>The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> 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. 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. 3. Students attending college who are also enrolled part-time in district schools. 4. Students attending a home education program in accordance with law. 5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. 6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. 7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p> <p>Title 22 Sec. 11.34</p> <p>SC 1327</p>	<p>The Board may excuse the following students from the requirements of attendance at district schools:</p> <ol style="list-style-type: none"> 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. 2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. 3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.

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<p>Title 22 Sec. 11.26</p>	<p><u>Educational Tours/Trips</u></p> <p>Student absences from school resulting from family vacations with educational value may be considered excused, but may not exceed ten (10) school days in one (1) school year. Educational vacations shall be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:</p> <ol style="list-style-type: none"> 1. The parent/guardian provides a written request to the building administrator on a form provided by the school district which will indicate the school days to be missed, the destination of the trip, and the educational value of the trip. 2. The student shall obtain a form from the building administrator to present to teachers in order to obtain assignments. 3. The student shall give completed assignments to his/her teachers and arrange for the completion of other academic work missed. 4. All academic work shall be completed within a time period not exceeding the number of days absent as a result of the trip.
<p>3. Delegation of Responsibility Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district’s attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.</p> <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p>
<p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p>	<ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state law and regulations.
<p>SC 1332, 1339</p>	<ol style="list-style-type: none"> 2. Govern the keeping of attendance records in accordance with law.
<p>Title 22 Sec. 11.41</p>	<ol style="list-style-type: none"> 3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
<p>SC 1333, 1338, 1354 Pol. 218, 233</p>	<ol style="list-style-type: none"> 4. 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.

