

West Chester Area School District

SECTION: PUPILS
 TITLE: ATTENDANCE
 ADOPTED: 08/27/01
 REVISED: 06/05/06; 04/25/11;
 06/23/14

JB-ATTENDANCE	
<p>1. Purpose SC 1327, 1330</p>	<p>The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with State laws. 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>2. Authority SC 1327, 1329</p>	<p>Attendance shall be required of all students enrolled in district 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 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> <ol style="list-style-type: none"> 1. Sickness 2. Quarantine 3. Death in immediate family 4. Weather so inclement as to endanger the health of the child or make roads impassable 5. Observance of a major religious holiday 6. Other exceptional reasons with the approval of the administration
<p>Title 22 Sec. 11.22; 11.28 SC 1327, 1329</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 care; 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 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. The administration shall excuse for those days that the parent provides written documentation of the religious holiday.</p>
<p>SC 1546</p>	<p>The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program. 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>SC 1332, 1333</p>	<p>The Board may report to appropriate authorities infractions of the law</p>



JB - Attendance

<p>5. Administrative Procedure SC 510, 1329; Title 22 Sec. 11.41</p>	<p>denied for those students who accrue more than 10 cumulative absences in a semester course. Those students who miss more than the allotted days will receive the grade for the course but not the credit.</p> <p>2. Unlawful class absences due to truancy or cutting of class will result in a “45” F grade for all class work missed that day.</p> <p><u>HIGH SCHOOL ADMINISTRATIVE PROCEDURE</u></p> <p>A. Whenever a student misses 7 days (4 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class 7 times, the student’s counselor and grade level administrator shall meet with the student and review the attendance record. As a result of the meeting, the parent/guardian shall be notified in writing of the student’s absence record. Parents will be notified that all absences beyond the seventh absence will require a physician’s note.</p> <p>B. An Attendance Review Team (ART), consisting of the grade level administrator, counselor and other staff deemed necessary by the administrator, shall review the student’s absence record when a student has missed a total of 10 days (5 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class 10 times. The team shall hold a parent/guardian conference with the student to discuss the absence record. The administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call.</p> <p>C. The team shall continue to monitor the student’s absence record. When the student has missed a total of 15 days (8 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class 15 times, the team shall review the record again and notify the parent/guardian in writing of the record and possible consequences.</p> <p>D. When a student has missed a total of 20 days (10 for a semester course) of cumulative absence or has been habitually late to school and has missed the same class 20 times, the ART shall reconvene to review the student’s absence record. The team shall determine if a RECOMMENDATION FOR NO COURSE CREDIT will be made to the Principal.</p> <p>E. The Principal shall review the recommendation by the team and make a final determination for NO COURSE CREDIT. If the Principal supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the Principal shall be final.</p> <p><u>Early Dismissals</u> Each school shall establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and into proper hands.</p> <p>No student may be released on the basis of an unvalidated telephone call.</p>
--	---



JB - Attendance

<p>Definitions SC 1329, Title 22 Sec. 11.21, 11.23, 11.25, 11.26, 11.41</p>	<p>Children of estranged parents may be released only upon the request of the parent who has actual or de facto custody. If there is a dispute concerning which parent has actual or de facto custody, the designated Director should be contacted; but if s/he is unavailable, then the district's solicitor may be contacted.</p> <p><u>Compulsory Attendance Ages</u> With certain exceptions, children from the ages of eight (8) to sixteen (16), inclusive, must be in attendance at a school in which the subjects require by law and the State Board of Education are taught in the English language.</p> <p>Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Noncumulative absences are absences that do not contribute to the specified days students may be absent.</p> <p><u>Cumulative absences</u></p> <p>Excused absences: Those absences where any licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or classes, or is prevented from study because of illness or other urgent reasons, including but not limited to the following:</p> <ol style="list-style-type: none"> 1. A maximum of seven (7) days absence for students verified by a parent note. All absences beyond the seventh day of absence will require a physician's note. 2. Family vacation, pre-approved by the principal, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip: <ol style="list-style-type: none"> a. The student's academic standing. b. The student's attendance record. c. The effect the absence will have on the student's educational welfare. d. The exceptionality of the request. <p>The term urgent reasons shall be strictly construed and is not intended to permit irregular attendance.</p> <p>Unexcused/Unlawful absences: Any absence which does not meet the definition of an excused absence including, but not limited to the following:</p> <ol style="list-style-type: none"> 1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
--	---



JB - Attendance

- 2. Any absence not excused by a physician’s note after seven (7) absences verified by receipt of parental excuses.
- 3. Truancy – Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
- 4. Class cut.
- 5. Unexcused lateness to school that results in an absence from fifty per cent (50%) or more of a class period.
- 6. Any absence due to a family vacation while school is in session after the fifth (5th) of the five (5) day maximum per school year.

Noncumulative absences

- 1. Suspensions from school.
- 2. Illness verified by a physician’s note submitted within three (3) days of a student’s return.
- 3. Death in the family.
- 4. Religious holidays.
- 5. Pre-approved college visits.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency.

The revisions to the policies moves pre-approved college visits to the noncumulative absences category.