

# MOON AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: February 9, 1999

REVISED: August 26, 2003

<p>1. Purpose SC 1327, 1329</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>It is the intent of the Moon Area School District that all students attend school on a regular basis. Regular attendance is a prerequisite for educating children. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. When children are absent, they miss one or more steps in the learning process. <u>ABSENT CHILDREN CANNOT BE TAUGHT.</u></p> <p>The purpose of this policy is:</p> <ol style="list-style-type: none"> <li>1. To provide support for an educational program based on the premise that students are present and participating in planned learning activities under the supervision of professional school personnel.</li> <li>2. To help students develop a sense of responsibility, self-discipline and good work habits.</li> <li>3. To maintain close communication and cooperation between home and school in order to encourage and sustain regular school attendance.</li> <li>4. To improve students' opportunity for academic, social, and career accomplishments.</li> </ol> <p>All teachers and principals shall assume responsibility for enforcing compulsory attendance laws in conformity with the School Laws of Pennsylvania and the regulations of the State Board of Education.</p>
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<p>2. Authority</p> <p>SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41</p> <p>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p> <p>Pol. 118</p> <p>SC 1330</p> <p>Title 22 Sec. 11.5, 11.32</p> <p>SC 1327</p>	<p><u>Required Attendance</u></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>A student shall be at an assigned station at the time appointed for the school day or class to begin or be recorded as tardy. Exceptions to this policy may be made by the building principal.</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>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 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><u>Exceptions To Required Attendance</u></p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> <li>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 so urgent as to preclude regular attendance.</li> <li>2. 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.</li> <li>3. Students fifteen (15) or sixteen (16) years of age whose enrollments in private trade or business schools have been approved.</li> </ol>
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<p>SC 1330</p>	<p>4. Children 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.</p>
<p>SC 1330</p>	<p>5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>SC 1327.1 Pol. 137</p>	<p>6. Children who are home schooled pursuant to Section 1327.1 of the Public School Code.</p>
<p>SC 1546 Title 22 Sec. 11.21 Pol. 131</p>	<p>Upon written parental request, a student may be excused from school for religious holidays observed by bona fide religious groups. A student's absence from school for religious holidays shall be recorded as an excused absence. There shall be no penalty attached to an absence for religious holidays or instruction.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent shall develop procedures for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<p>1. Ensure a school session which is in conformity with requirements of the rules of the State Board.</p>
<p>SC 1333, 1338</p>	<p>2. Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an effect on the student's record beyond that which naturally follows absence from school activities.</p> <p>3. Identify the habitual truant, and investigate the cause(s) of his/her behavior.</p> <p>4. Ensure that a student who incurs an <b>excused</b> absence will have an opportunity to make up missed work, including any test, quiz or oral exam, without incurring any reduction in grades or tests scores.</p> <p>5. Ensure that a student who incurs an <b>unexcused</b> absence will have an opportunity to make up missed work, including any test, quiz or oral exam. Such make-up work and tests will be corrected and evaluated by the teacher for the benefit of the student's learning; but for purposes of grading, the make-up work will be assessed the grade or points a missed test or a late assignment would have received. If the teacher assesses grades or points for daily classroom attendance or participation, the student will receive the lowest daily grade for the unexcused absence.</p>

<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>6. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within five (5) 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 1332, 1339</p>	<p>7. Govern the keeping of attendance records in accordance with rules of the State Board. Accurate records of daily and class attendance of all pupils shall be kept in each building as directed by the Superintendent and in compliance with the School Laws of Pennsylvania.</p> <p>A system of regular reporting of withdrawals, new entries, absenteeism and percentage of attendance shall be required by the Superintendent from each principal's office.</p> <p>In the secondary schools, all teachers will take accurate roll at the beginning of every assigned class period. Pupils who are absent but whose names do not appear on the absentee list must have their names submitted to the office in accordance with building procedures. Those students whose names appear on the absentee list, but who are present, must have a tardy slip signed by the office secretary assigned attendance duties.</p>
<p>4. Guidelines</p>	<p><u>Attendance Procedures For Teachers</u></p> <p>During the homeroom period/advisor base, the teacher will check the roll and record students' absences on the attendance card with the appropriate mark. Each teacher is responsible for checking closely on the attendance of every student under his/her charge. All excuses must be kept on file in the attendance office. The daily schedule should be followed.</p> <p><u>Procedure For Parents</u></p> <p>As part of their responsibility, parents have the duty to provide the school with a written excuse of their child's absence. However, the school district retains the right to question or challenge the validity of any excuse submitted. In such cases, the burden of proof indicating that the child's absence was properly excused rests with the parents.</p> <p>Parents are expected to notify the school when an absence of several days or more is anticipated, as in the case of illness or family emergency. This enables the school to maintain an accurate accounting of all registered students; and it is especially</p>

	<p>important when home contact cannot be made during normal school hours. In cases of prolonged absences, repeated illness, or excessive absences, the school district may require that such absences be justified with a medical doctor's statement. All medical excuses must be submitted to the office within five (5) days of the student's return to school.</p> <p><u>Vacation Procedure</u></p> <p>A Vacation Request Form must be completed and submitted to the school office for approval two (2) weeks prior to the vacation beginning date. Building principals may use discretion for extenuating circumstances.</p> <p><u>Unexcused Absences</u></p> <p>SC 1333, 1354 The school district's administration shall enforce Pennsylvania's truancy laws as set forth in Sections 1333 and 1354 of the Pennsylvania Public School Code of 1949, as amended.</p> <p>SC 1333, 1354 The district 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.</p> <p>SC 1333, 1338 Pursuant to the truancy laws, local district justices (magistrates) have various enforcement powers, including the imposition of substantial fines against the parent and/or student, referring the student as a dependent child, community service, and adjudication alternative programs. The school district's administration shall attempt to establish and maintain a cooperative arrangement with the elected district justices in an attempt to assure that the court's enforcement provisions are utilized in a manner that will be most likely to result in improved attendance, on a case-by-case basis, taking into account the individual student and the parents/guardians.</p> <p>SC 510, 1318 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>A student who incurs unexcused absences may be denied school privileges such as participation in extra-curricular activities, attendance at school sponsored events such as dances and proms, and participation in graduation ceremonies.</p>
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<p>School Code 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p>	<p><u>Intervention Process For Excused Absences</u></p> <p>Note: This intervention process is to be implemented in situations where the school is not already aware that a student’s absenteeism is due to a physician verified illness, family emergencies, religious holiday, or vacation.</p> <p>Although the truancy laws provide prior notice to parents/guardians for unexcused absences, the school district shall follow a notice procedure for excused absences, as well.</p> <p>When a student incurs the following days of <b>excused</b> absences (other than those above noted), a letter will be sent to the parent/guardian stressing the importance of school attendance and enclosing a copy of this policy:</p> <p style="padding-left: 40px;">Elementary School – Fifteen (15) days in any semester.</p> <p style="padding-left: 40px;">Middle School – Fifteen (15) days in any semester.</p> <p style="padding-left: 40px;">High School – Ten (10) days in any semester.</p> <p>A conference may also be held with the principal, parent/guardian, and at the discretion of the principal, with one or more teachers or counselors. The purpose of the conference will be to review the Attendance Policy, examine any special circumstances that may explain the student’s excessive absences, and/or the development of an attendance contract. The principal can also require that all future absences for illness must be validated with a doctor’s excuse.</p> <p><u>Tardiness</u></p> <p>Unexcused instances of tardiness shall be counted as illegal absences after the total accumulated minutes of unexcused tardiness equal one-half day of instructional time.</p>
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PA Code  
Title 22  
Sec. 11.1, 11.2, 11.3,  
11.5, 11.11, 11.13,  
11.21, 11.22, 11.23,  
11.24, 11.25, 11.26,  
11.28, 11.32, 11.34,  
11.41

Board Policy  
115, 117, 118