

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: May 19, 2003

REVISED: Reviewed: January 20, 2015

204. ATTENDANCE	
1. Purpose	<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 in order for students to achieve academic standards and consistent educational progress.</p> <p>The regular contact of pupils 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>
2. Authority SC 1301, 1302, 1327, 1329 22 Pa. Code Sec. 11.11, 11.13, 11.23, 11.25, 11.41	<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 when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.</p> <p>The only absences approved by the district are those for:</p> <ol style="list-style-type: none"> 1. Verified illness. 2. Medical, dental or optometrical services. 3. Educational trip not to exceed ten (10) school days approved by the principal one (1) week prior to the dates of absence, and under adult supervision. 4. Quarantine by health officers. 5. Bereavement.

<p>22 Pa. Code Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>6. Court summons by warrant.</p> <p>7. Religious holidays.</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; or the student is receiving approved homebound instruction.</p>
<p>22 Pa. Code Sec 11.21</p>	<p>All absences occasioned by 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>SC 1546 22 Pa. Code Sec. 11.21</p>	<p>The Board 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 shall excuse the following students from the requirements of attendance at the schools of this district:</p>
<p>SC 1330</p>	<p>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.</p>
<p>22 Pa. Code Sec. 11.5, 11.32</p>	<p>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 district schools shall be counted as being in attendance in this district.</p>
<p>SC 1327</p>	<p>3. Students sixteen (16) or seventeen (17) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330</p>	<p>4. Students 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. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p> <p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>22 Pa. Code Sec. 11.22</p>	<p>1. Students receiving private instruction from a properly qualified tutor.</p>
<p>22 Pa. Code Sec. 11.34</p>	<p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Chester County Intermediate Unit or the Department of Education.</p>
<p>SC 1332, 1333</p>	<p>The Board may 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 and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p> <p><u>Family Trips or Vacations During the School Year</u></p> <p>All such requests for excusal from school for a family trip or vacation must be submitted to the principal's office at least one (1) week before said trip is taken. The principal will determine the educational value of the trip, and will grant or deny an excused absence. S/He will also review the student's academic record. Such trips will be limited to one (1) per year and shall not exceed ten (10) school days.</p> <p>The student is responsible for requesting make-up work for absence due to a family trip or vacation.</p> <p>Any excuses received without prior approval from the principal's office will be considered unexcused or illegal.</p> <p>Family trips exceeding ten (10) school days will not be approved. A student taking a family trip exceeding ten (10) days will be withdrawn from the school rolls and truancy charges may be filed if the parents have not made alternative educational provisions approved by the principal.</p>

<p>3. Delegation of Responsibility</p> <p>22 Pa. Code Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 22 Pa. Code Sec. 11.24</p> <p>SC 510, 1318</p> <p>School Code 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p>	<p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. 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. 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 5. Ensure that students legally absent have an opportunity to make up work. 6. Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent is being 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>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p>
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22 Pa. Code
Sec. 11.1, 11.2, 11.3,
11.5, 11.11, 11.13,
11.21, 11.22, 11.23,
11.24, 11.25, 11.28,
11.32, 11.34, 11.41

Board Policy
115, 117, 118