

WYOMING VALLEY WEST SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED:

REVISED:

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The Board of Education requires that school aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.</p> <p>Regular attendance shall be defined as attending school for the full day of each day during which school is in session. Students are expected to attend all sessions unless properly excused by school authorities.</p> <p>Teachers shall check all classes for absenteeism and tardiness and record and report to the office the names of those students who are absent or tardy.</p> <p>Student absences shall be recorded on the Skyward student information management system.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from illness, quarantine, death in family, and exceptional urgent reasons.</p> <p>The term "exceptional urgent reasons" shall include inclement weather when it is impossible or dangerous for the pupil to attend school, but shall not be construed to include domestic service, baby sitting, trips, or similar activities.</p> <p>Definition of Excused Absences for Temporary Periods:</p> <p>Religious Holidays and Religious Instruction</p> <ol style="list-style-type: none">1. Upon written parental request, students may be excused from school for religious holidays observed by bona fide religious groups.
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2. Upon written parental request, a student shall be excused from school to attend classes for religious instruction under section 1546 of the Public School Code of 1949. The excusal shall be limited to a total of not more than 36 hours per school year.
3. A student's absence from school for religious holidays, or for religious instruction shall be recorded as an excused absence.

Tutorial Work

1. Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curricula, only if the following requirements are met:
 - a. The excusal does not interfere with the student's regular program of studies.
 - b. The qualifications of the instructor are approved by the district superintendent.

Health Care

1. Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service, only if the following requirements are met:
 - a. The health or therapeutic services are to be rendered by Commonwealth licensed practitioners.
 - b. It is not practical or possible for the student to receive the services outside of school hours.
 - c. The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.

Death in the student's immediate family

Pre-approved educational trips by the principal. Approval forms provided via Main Office.

Definition of Unlawful Absence:

Students under the compulsory school age of 17, and whose absence does not meet the acceptable criteria for an excused absence, will be considered as having an unlawful absence from school. Absences are determined by the superintendent or his designee.

The following constitute, but are not limited to examples of unlawful absences:

- Failure to get up for school.

- Missing a scheduled school bus or not having a ride to school.
- Absence without a parent/guardian’s knowledge.
- Babysitting
- Running errands and/or shopping.
- Temporary employment during school hours.

Unlawful Absence Procedure

Note: All absences will be considered Unlawful until a written excuse is received by district. (See below)

- Five (5) Health Care absences may be provided by parent/guardian or doctor throughout the school year.
- Subsequent Health Care absences will not be excused by parent note. Subsequent Health Care absences will only be excused by a note from a Commonwealth licensed practitioner.
- All written excuses, regardless of absence type, must be submitted within five (5) school days from date of absence.

Number of Offense	Procedure
3 rd Unlawful Absence	<ul style="list-style-type: none"> • Parent/Guardian will receive Legal Notice
4 th Unlawful Absence	<ul style="list-style-type: none"> • Student, parent/guardian, and school officials will meet and write a Truancy Elimination Plan
5 th and subsequent Unlawful Absences	<ul style="list-style-type: none"> • Citation issued by School Truant Officer • If a student is found in contempt of the local magistrate’s directive, the District will pursue dependency proceedings

Truancy includes the following:

1. Absence from school without knowledge or permission of parents. (Parents shall be informed)
2. Absence from school without knowledge or permission of school authorities.

Students who have excused or unexcused absences shall be given an opportunity to make up missed work if prior approval is requested by the parent(s).

Attendance and Tardiness:

1. Students are not to be counted tardy whenever a bus arrives late.
2. Students who miss their bus should be counted tardy and/or absent in the same manner as non-bus students.
3. Students are not to be detained by teachers after school unless plans have been made by teachers to provide transportation of students home. Building principal should always be contacted for his or her approval.

Suspension of bus privileges:

1. Suspension from the privilege of riding a bus is different from suspension from school. Bus privilege may be taken away but the student must find his/her own method of transportation in getting to and from school.
2. Bus students who have been suspended and who have not reported to school for reasons other than illness will be marked illegally absent.

All absences occasioned by the 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.

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.

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 weekly 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.

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.

It shall be the policy of the Board to consider the effectiveness and appropriateness to the pupil's needs of the educational program that is offered each child who habitually and repeatedly absents him/herself from such program.

The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

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.

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.

Students 16 or 17 years of age whose enrollments in a private trade or business school have been approved.

Children 15 years of age, and 14 years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.

Children 16 years of age regularly employed during the school session and holding a lawfully issued employment certificate.

General Employment Certificates Of 16/17 Year Olds

1. The request for such a certificate must originate from the parent through a personal interview. The personal interview is recommended since the Child Labor Law requires the parent to apply in person.

2. The applicant for the working certificate shall receive from the principal a Promise of Employment Certificate.
3. This Promise of Employment, completely signed by parent and medical examiner, shall be taken to the high school or middle school which issued the Promise of Employment Form. Working certificates will be approved by the School Social Worker, issued by the designated school personnel, and sent by mail to the employer.
4. The applicant will then bring to the School Social Worker the release which will entitle the pupil to turn in his/ her books and have his/her name taken from the active roll.

Issuance Of Exemption Permits Domestic Or Farm

1. Application must be made by the parent through a personal interview, followed by a visit to the home by the School Social Worker.
2. After the completion of this form, under the direction of the School Social Worker, the applicant will bring said form to the School Administration Building for signature by the Superintendent.

Vacation Certificates

Application for and issuance of all vacation certificates shall be handled through the Superintendent of Schools and the Director of Pupil Services. Each time a child changes jobs, s/he must re-apply to the high school or middle school for a new certificate. New working papers are drawn up and sent to the new employer.

The Board may excuse the following students from the requirements of attendance at the schools of this district:

Students receiving private instruction from a properly qualified tutor.

Homebound children unable on the recommendation of the school physician and/or the school psychologist and/or community psychiatrist.

Students enrolled in special schools conducted by the Luzerne Intermediate Unit or by the Department of Education.

The Board may report to appropriate authorities infractions of the law regarding the

<p>3. Delegation of Responsibility</p>	<p>attendance of students below the age of 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 of the statute will be prosecuted.</p> <p>The Superintendent shall develop procedures for the attendance of students which:</p> <p>Insure a school system which is in conformity with requirements of the rules of the State Board.</p> <p>Govern the keeping of attendance records in accordance with rules of the State Board.</p> <p>Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within three 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 further violation during the school term will be prosecuted without notice.</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> <ol style="list-style-type: none">1. No school or grade may be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent of Schools.2. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal.3. Since the school is responsible to the parent for those hours the child is in school, these rules shall be observed:<ol style="list-style-type: none">a. Children shall be released from school only to their parents/guardians or to
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persons authorized by their parents/guardians.

- b. In case of illness, it shall be determined that the parent or another person authorized by the parent is available to receive the child.
 - c. If any police or court official requests the dismissal of a pupil during school hours, parents should be notified at once.
 - d. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the pupil's parents is necessary.
 - e. Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc., except with the approval of the principal.
4. Students may elect to participate in a work experience program for an hourly rate of pay.
5. If a student withdraws from the Wyoming Valley West School District, the parent(s) shall appear with the student in the office prior to withdrawal to complete appropriate withdrawal procedures.

Absences Automatic Course Failure

Middle School and High School students who miss twenty (20) classes for full year courses or twelve (12) days for other classes will automatically be referred to the building principal or his/her designee for a review of the reasons for missing the classes. If the reviewer determines that the absences were the result, without exception, of general absence from school or being tardy for school, s/he will inform the student that s/he will receive an automatic failure in the course.

A warning letter will be sent to the parents or guardian when a student has missed fifteen (15) classes in a full year course and eight (8) days for all other courses. A copy of the warning letter will also go to the appropriate guidance counselor and assistant principal. Each student will be advised by his/her guidance counselor.

When the failure point is reached (20 or 12 classes as the case may be), a notification letter will be sent to the parents or guardian advising them of the failure due to absence, and of their opportunity to appeal.

At the end of each marking period, the principal or his/her designee will hear appeals as regards reasons for absences, compliance with this policy, and the student's status

<p>School Code 510, 1318, 1327, 1329, 1330, 1332, 1333, 1339, 1354, 1546</p> <p>PA Code Title 11.34 11.32, 11.28, 11.5, 11.22, 11.1, 11.3, Sec. 5.11 22</p>	<p>in the courses affected. During the 4th marking period, appeals will be heard before final examinations begin.</p> <p><u>The classroom teacher will have the responsibility for notifying the school administration when a student is missing excessive time in a class.</u></p> <p>Students who reach or exceed the failure point (20 or 12 days as the case may be) will receive an incomplete, Comment #63, in the course(s) affected.</p>
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