

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: January 17, 2008

REVISED:

<p>1. Purpose SC 1301 Title 22 Sec. 11.12, 12.1</p> <p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>A fundamental objective of career and technical education is preparation for gainful employment. In accordance with this premise, the career and technical curriculum is designed to provide simulation of the occupational environment as well as occupational experiences/processes/procedures. Consequently, the career and technical program imposes performance requirements on its students which reflect industry standards. Accordingly, students are expected to attend all required classes and functions in order to acquire the necessary skills to be employed in his/her occupation. Students who do not attend classes for which they are scheduled, may risk being denied credit in the course(s) they are enrolled in at the school by the sending district. The Joint Operating Committee requires that school age students enrolled in the career and technical school attend school regularly, in accordance with state laws. The educational program provided by the school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.</p> <p>Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that the building administrator or teacher may excuse a student for temporary absences when receiving 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 Joint Operating Committee considers the following conditions to constitute reasonable cause for absence:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family.
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<p>Title 22 Sec. 11.26</p>	<p>5. Family educational trips.</p> <p>6. Educational tours and trips.</p> <p>Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Failure to submit the written excuse within three (3) days will result in the absence being classified as unexcused.</p> <p>Once a student has accumulated fifteen (15) days in total absences for a year, a doctor's note shall be required for any future absences. Failure to provide such documentation shall result in unexcused absences. Accumulation of unexcused absences may result in disciplinary action.</p>
<p>SC 1332, 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Joint Operating Committee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Joint Operating Committee shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted in accordance with law.</p>
<p>SC 1327, 1329 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117</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 Joint Operating Committee; 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.</p>
<p>Title 22 Sec. 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Joint Operating Committee 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 Joint Operating Committee shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Joint Operating Committee. Such instruction shall not require the student's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Joint Operating Committee of the student's attendance record. The Joint Operating Committee 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 Joint Operating Committee 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. This also applies to other recognized co-curricular program events such as SkillsUSA, HOSA, etc., as long as the events are sanctioned and endorsed by the school.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Joint Operating Committee 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>
<p>Title 22 Sec. 11.26</p>	<p><u>Educational Tours And Trips</u></p> <p>The Joint Operating Committee may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the school or participating district if the following conditions are met:</p> <ol style="list-style-type: none"> 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student’s participation has been approved by the Superintendent or designee of the participating district and the Administrative Director, or designee. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Superintendent of the participating district and the Administrative Director. <p>The Joint Operating Committee may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term, in conjunction with the participating district.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop procedures for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations.
<p>SC 1332, 1339</p>	<ol style="list-style-type: none"> 2. Govern the keeping of attendance records in accordance with state statutes.
<p>Title 22 Sec. 11.41</p>	<ol style="list-style-type: none"> 3. Distribute annually to staff, students, and parents/guardians Joint Operating Committee policies and school rules and regulations governing student attendance, absences and excusals.

<p>SC 1333, 1338</p>	<p>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 class learning experiences.</p> <p>5. Ensure that students legally absent have an opportunity to make up work.</p>
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Each notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian 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>
<p>SC 1318, 1850.1</p>	<p>Repeated infractions of Joint Operating Committee 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> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546, 1850.1</p> <p>State Board of Education Regulations – Title 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Joint Operating Committee Policy – 115, 117</p>