

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: August 21, 2003

REVISED: August 16, 2007

	204. ATTENDANCE
1. Purpose SC 1301 Title 22 Sec. 11.12	<p>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>
2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117	<p>Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except the principal 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>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; the student is receiving approved homebound instruction.</p>
Title 22 Sec. 11.21	<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>
SC 1546 Title 22 Sec. 11.21	<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 Administrative Director or designee 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>

SC 1329 Title 22 Sec. 11.41	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.
SC 1332, 1333, 1354	The Administrative Director or designee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Administrative Director or designee 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.
3. Delegation of Responsibility	The Administrative Director or designee shall develop procedures for the attendance of students which:
Title 22 Sec. 11.1, 11.2, 11.3	1. Ensure a school session that conforms with requirements of state regulations.
SC 1332, 1339	2. Govern the keeping of attendance records in accordance with state statutes.
Title 22 Sec. 11.41	3. Distribute annually to staff, students, and parents/guardians Joint Operating Committee policies and school rules and regulations governing student attendance, absences and excusals.
SC 1333, 1338	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.
	5. Ensure that students legally absent have an opportunity to make up work.
SC 1333, 1338, 1354 Title 22 Sec. 11.24	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.
SC 1318, 1850.1	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>4. Guidelines</p>	<p>The principal shall publish attendance requirements and procedures for handing the absences in the Student Handbook made available to all students.</p> <p>Legal excuses for not attending school shall be limited to: illness of student, quarantine, impassable roads and exceptionally urgent reasons. All other reasons for not attending school until graduation from high school or the age of seventeen (17) shall be considered as unexcused and unlawful, except as noted below.</p> <p>An accrued total of more than three (3) days of unlawful absence makes the parents/guardians subject to fine or imprisonment under provisions of the Pennsylvania School Code.</p> <p>Any student who arrives at their classroom after the scheduled starting time for morning or afternoon session will be considered tardy and an explanation shall be required.</p> <p>Students who have reached their seventeenth (17th) birthday are expected to attend school regularly once enrolled in classes. Students in this category may be excluded from school if they miss numerous sessions unless excused for legitimate reasons.</p> <p>Students may be released from enrollment in Carbon Career & Technical Institute provided they follow the procedures outlined in approved Joint Operating Committee policy.</p> <p>Students are required to attend school unless extenuating circumstances are acknowledged by the school administration. Students risk failure for noncompliance.</p> <p>Parents/Guardians of students who have been truant must attend a conference with a school administrator if they are to be readmitted. No student may participate in any school activity until readmitted. Students must make up time lost through truancy.</p> <p>The PA School Code requires that all students be in school during all days and hours that school is in session. The term “excused” or “unexcused” only verifies the reason for the absence, but does not alter the absence. All days marked as absent, will be applied toward the “20-Day Policy” of the school.</p> <p>Students exceeding twenty (20) days of absence whether excused or unexcused, or failing to complete between 390-400 hours in their career and technical area, may lose credit for the course(s) in which they are enrolled. Credit for a course(s) and the grade for a course(s) shall be considered separately. Additionally the student may be referred to legal authorities as appropriate, and/or another educational placement.</p> <p>Students who exceed twenty (20) days of absence shall be expected to explain why they should not lose credit for courses. For those students whose absence is caused by extended illness or other extenuating circumstances, the decision to lose credit</p>
----------------------	---

	<p>will be made by the Administrative Director, who will consult with instructor(s), Guidance Counselor, Principal, Supervisor of Special Education, and parents to determine the student's status. A conference involving all parties shall be convened for this process.</p> <p>After an accumulated total of ten (10) days absence in a single year, the parent/guardian will be notified by mail of the absence pattern and of the consequence for continued irregular attendance (denial of credit for that school year, possible prosecution under Pennsylvania's compulsory attendance laws, possible placement). A second letter will also be mailed when a student reaches fifteen (15) days of absence. A certified (return receipt requested) letter, as required, will be mailed when a student reaches twenty (20) days of absence within a school year. A copy of the correspondence regarding the 10, 15, and 20 days of absence will be placed in the student's file and a copy will be forwarded to the sending school district Superintendent and/or Principal. First class mail that is properly addressed and not returned will normally be considered delivered.</p> <p><u>Release From School</u></p> <p>Since the school is responsible to the parent/guardian for those hours the student is in school, students shall be released from school only to their parent/guardian or to persons properly authorized by their parents/guardians. In case of illness, the parent/guardian or reliable adult shall acknowledge the release.</p> <p>If police or court official requests the dismissal of a student during school hours, the parent/guardian shall be notified at once and permission obtained for release. Any conferences at school with police or court official must have a school official present.</p> <p>Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on nonschool time. A written request in advance from the student's parent/guardian is necessary. The request should include the following information: the nature of the appointment, parent's/ guardian's phone number and the name of the doctor, dentist, or other person(s) with whom the appointment applies.</p> <p>Students shall not be dismissed during school hours for nonschool activities such as private music lessons, dance lessons, scouts, etc.</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</p>
--	---