

NORTHERN TIER CAREER CENTER

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: June 28, 2012

REVISED:

<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.41, 12.1</p> <p>2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1</p> <p>Title 22 Sec. 11.25</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The Joint Operating Committee requires that school age students enrolled in the center attend school regularly, in accordance with state laws. The educational programs offered by the center are 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 center during the days and hours that the center is in session, except that a student may be excused for temporary absences when the center receives satisfactory evidence of such 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>Students remaining at their home schools will be considered absent from the center. Each student shall be responsible for informing the center, in advance, when s/he will be remaining at the home school. Any student remaining at the home school shall submit a note signed by the home school principal or attendance officer upon returning to the center.</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. Impassable roads. 4. Inclement weather. 5. Death in the immediate family. 6. Emergencies/Exceptionally urgent reasons.
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<p>Title 22 Sec. 11.26</p>	<p>7. Pre-approved educational tours and trips.</p> <p>Examples of unexcused absences include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Illegal employment. 2. Over-sleeping. 3. Missing the bus. 4. Babysitting. <p>Absences shall be treated as unlawful until the center receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>Make-up work may be given for excused absences. The student is responsible for contacting his/her instructor and arranging to make-up work. The time for submitting make-up work is the same amount of time the student was absent.</p>
<p>SC 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 requirements of compulsory attendance that such infractions will be prosecuted in accordance with law.</p>
<p>SC 1327 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; the student is receiving approved homebound instruction.</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 the center 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>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence occasioned by observance of a 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 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.</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, or other urgent reasons. Students requiring an early dismissal shall submit a signed note from the parent/guardian stating the reason(s) for the early dismissal, the time to be dismissed and the name of the person picking the student up from the center.</p> <p>In order to receive credit for attendance at the center, a student is required to be in attendance for at least half of the scheduled instructional day.</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 center or participating school 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 school district and the Administrative Director. 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 school district.</p> <p><u>Tardiness</u></p> <p>Students arriving late must immediately report to the center office and receive a pass before going to their class/shop area.</p>

<p>Pol. 223</p>	<p>Students accumulating three (3) tardies in one (1) semester shall have their driving privileges revoked.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative regulations for the attendance of students which:</p>
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	<p>1. Ensure a school session that conforms with requirements of state regulations.</p>
<p>SC 1332, 1339</p>	<p>2. Govern the keeping of attendance records in accordance with state statutes.</p>
<p>Title 22 Sec. 11.41</p>	<p>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>
<p>SC 1333, 1338, 1354 Pol. 218, 233</p>	<p>4. Impose on truant students appropriate incremental disciplinary measures for infractions of the center's 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></p>	<p>5. Ensure that students legally absent have an opportunity to make up work.</p>
<p>SC 1333, 1354</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 Pol. 218, 233</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>

References:

School Code – 24 P.S. Sec. 1301, 1302, 1318, 1326, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546, 1850.1

State Board of Education Regulations –22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Joint Operating Committee Policy – 115, 218, 223, 233