

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 204

SECTION: PUPILS
TITLE: ATTENDANCE
ADOPTED: October 20, 2011
REVISED: August 18, 2016

Purpose

The Joint Operating Committee requires that school age students enrolled in the vocational school attend regularly, in accordance with state laws. The educational program offered by the school (center) 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.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

Authority

Attendance shall be required of all students enrolled in the center during the days and hours that the center 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.[\[3\]\[7\]\[8\]\[9\]\[10\]\[6\]](#)

The Joint Operating Committee considers the following conditions to constitute reasonable cause for absence:

1. Illness.[\[10\]](#)
2. Quarantine.
- 3. Recovery from accident.**
- 4. Required court attendance.**
5. Death in family.
- 6. Family educational trips.**
- 7. Educational tours and trips.**[\[7\]\[11\]](#)

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.

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.[\[12\]\[13\]\[6\]](#)

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Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where a school program 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.[\[3\]\[14\]\[15\]\[9\]\[16\]](#)[\[17\]](#)[\[18\]](#)

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.

~~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.~~ [\[19\]](#)

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.[\[20\]\[19\]](#)

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.[\[7\]\[5\]](#)

The Joint Operating Committee will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, [\[9\]\[10\]](#), court appearances, family emergencies, urgent reasons.

Educational Tours and Trips

The Joint Operating Committee may excuse a student from attendance to participate in an educational tour or trip not sponsored by the center or participating school district if the following conditions are met:[\[7\]\[11\]](#)

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.

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.

Guidelines

Students returning to school after an absence must bring a written excuse, signed by the parent/guardian, stating the reason for the absence

All medical excuses must be verified and signed by the student's physician and must clearly

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state the dates the student was to be excused from school and the reason.

The following procedures will be maintained to track and monitor student absences.

First Semester:

- 1 After 6 absences a letter will be sent home to parent(s)
- 2 After 12 absences a second letter will be sent home to parent(s) or a call is placed by teacher to discuss absences with guardian. Student will be warned that with 4 more absences 1.5 credits will be lost
- 3 After 16 absences parent(s) will be notified of a teacher/administrator conference and will receive a progress report. I
- 4 After 16 absences, students will lost 1.5 credits. The credits can be recovered if student has less than 10 absences in the second semester and maintains a passing grade

Second Semester

- 1 After 12 absences a letter will be sent home to parent(s)
- 2 After 24 absences a second letter will be sent home to parent(s) or a call is placed by teacher to discuss absences with guardian. Student will be warned that with 8 more absences 3 credits will be lost
- 3 Student will lose three (3) credits for school year
- 4 After 32 absences, students will receive no credit for attending NWCTC and will not have the option to recover credits. Students that miss a total of 32 days for both semesters will not be able to return to NWCTC the following school year

32 days will be cumulative not consecutive

Unexcused absences count towards the 32 day limit

Parent Excused absences count towards the 32 day limit

Doctor/Legal/Bereavement excuses do not count towards the 32 day limit

Tardiness

A student who arrives at his/her assigned classroom after the scheduled starting time will be considered tardy and a note of explanation shall be required from the parent/guardian.

Two days of unexcused tardy' s will result in the a student warning

Four days of unexcused tardy' s will result in the student receiving one (1) unexcused absence which counts towards the 32 day limit.

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Releasing Students From School

Students shall be released from school only to their parents/guardians or to persons authorized by their parents/guardians

In case of illness, it shall be determined that the parent/guardian or a reliable adult is at home before the student is sent home.

If any police or court official requests the dismissal of a student during school hours, parents/guardians shall be notified in accordance with Joint Operating Committee policy.

Request for released time for dental and medical appointments shall be honored when impossible to arrange them on nonschool time. A written request from the student's parents/guardians shall be required.

Students shall not be dismissed during school hours for nonschool activities such as private music lessons, dancing lessons, or scouts.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state regulations.[\[21\]\[22\]\[23\]](#)
2. Govern the keeping of attendance records in accordance with state statutes.[\[24\]\[25\]](#)
3. Distribute annually to staff, students, and parents/guardians Joint Operating Committee policies and school rules and regulations governing student attendance, absences and excusals.[\[5\]](#)
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.[\[12\]\[26\]\[13\]\[27\]\[28\]](#)
5. Ensure that students legally absent have an opportunity to make up work.
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.[\[12\]\[13\]](#)

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.[\[29\]\[30\]\[27\]\[28\]](#)

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Legal

1. 24 P.S. 1301
2. 24 P.S. 1326
3. 24 P.S. 1327
4. 22 PA Code 11.12
5. 22 PA Code 11.41
6. 22 PA Code 12.1
7. 24 P.S. 1329
8. 24 P.S. 1330
9. 22 PA Code 11.23
10. 22 PA Code 11.25
11. 22 PA Code 11.26
12. 24 P.S. 1333
13. 24 P.S. 1354
14. 22 PA Code 11.8
15. 22 PA Code 11.22
16. 22 PA Code 11.28
17. Pol. 115
18. Pol. 117
19. 22 PA Code 11.21
20. 24 P.S. 1546
21. 22 PA Code 11.1
22. 22 PA Code 11.2
23. 22 PA Code 11.3
24. 24 P.S. 1332
25. 24 P.S. 1339
26. 24 P.S. 1338
27. Pol. 218
28. Pol. 233
29. 24 P.S. 1318
30. 24 P.S. 1850.1
- 24 P.S. 1302
- 22 PA Code 11.5
- 22 PA Code 11.24
- 22 PA Code 11.32
- 22 PA Code 11.34