



# Center Area School District

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: JANUARY 22, 2004

REVISED:

204. ATTENDANCE	
<p>1. Purpose SC 1327, 1330</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>2. Authority SC 1327, 1329</p>	<p>Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.</p>
<p>Title 22 Sec 11.21</p>	<p>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.</p>
<p>Title 22 Sec. 11.22 11.28 SC 1327, 1329</p>	<p>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.</p>
<p>Title 22 Sec. 5.222</p>	<p>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 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.</p>
	<p><u>Excessive, Illegal &amp; Unexcused Absences</u></p> <p>School attendance is a responsibility of students and their parents. The responsibility of the school is to provide instruction and to</p>

inform parents when their children are absent from school. Accordingly, the policy pertaining to attendance at all schools of the District shall be as follows:

Middle School High School Grades 6 through 12

1. Full Year

A total of 15 days or more of illegal or unexcused absences may result in no academic credit for the year.

2. Semester Courses (where offered)

Fifteen or more days of illegal or unexcused absence and academic credit is denied.

3. Nine-week Grading Periods

Four or more days of illegal or unexcused absence may result in grade reduction.

4. Early Dismissals or Late Arrivals

Release from school prior to 10:50 a.m. or reporting to school after 10:50 a.m. are recorded at 1/2 day absence and as such, preclude the student's participation in co-curricular activities.

5. Tardiness

Excessive tardiness shall be reviewed by the administration and authority is given for disciplinary action including academic sanctions. .

6. Class Cuts Per Nine-Week Report Period

Shall be reviewed by the administration and authority is given for disciplinary action including academic sanctions.

Elementary Schools Grades Kindergarten Through 5<sup>th</sup> grade

Inasmuch as the incidence of illness is much more frequent with children of grade school age, maximum allowable absences will not be assigned by the school district, however, principals of the elementary school shall be empowered to detain in grade all students who amass excessive absences without just cause.

	<p>Excuses:</p> <p>Every student regardless of age, shall submit a written excuse from his/her parent or guardian upon the student's return to school following each absence. Failure to do so after three (3) days will result in the absence recorded as unexcused and or illegal.</p> <p>Extended Illnesses:</p> <p>All illnesses or conditions where extended absences can occur should be documented by a statement from a physician and presented to the principal.</p> <p>This policy shall become effective with the first day of school, 2003-04 school, and remain in effect until amended and/or rescinded by the Board of School Directors of the Center Area School District.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <p>SC 1330 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;</p> <p>Title 22 Sec. 11.5, 11.32 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;</p> <p>SC 1327 students sixteen or seventeen years of age whose enrollments in a private trade or business school have been approved;</p> <p>SC 1330 children fifteen years of age, and fourteen years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits;</p> <p>SC 1330 children sixteen years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p> <p>SC 1332, 1333 The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen. 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>3. Delegation The Superintendent shall develop procedures for the attendance of students which:</p>
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<p>of Responsibility</p> <p>Title 22 Sec. 11.1, 11.3</p> <p>SC 1332, 1339</p> <p>SC 1333, 1354</p> <p>SC 1546</p>	<ol style="list-style-type: none"> <li>1. Ensure a school session, which is in conformity with requirements of the rules of the State Board.</li> <li>2. Govern the keeping of attendance records in accordance with rules of the State Board.</li> <li>3. Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from school activities.</li> <li>4. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.</li> <li>5. Ensure that students absent for legal reason have an opportunity to make up work they missed.</li> <li>6. 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 that further violation during the school term will be prosecuted without notice.</li> </ol> <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>
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