

SCHUYLKILL INTERMEDIATE UNIT 29

Book	Policy Manual
Section	200 Pupils
Title	Attendance (CTC)
Number	204.2
Status	Active
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Purpose

The Board requires that school age students enrolled in the Schuylkill Technology Center (STC) programs attend school regularly, in accordance with the laws of the State of Pennsylvania. The educational programs offered by STC are predicated upon the presence of the students and require continuity of instruction and classroom participation.

Definition

Regular attendance shall be defined as attending STC for the periods scheduled during which school is in session. Attendance at STC is expected even if the home district is not in session, dependent upon the availability of district transportation. Students are to attend all sessions unless properly excused by school authorities.

Authority

Attendance shall be required of all students enrolled in the Schuylkill Technology Center during the days and hours that school is in session, except that the Director or designee may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[12\]](#)

The goal of the Schuylkill Technology Center is to prepare students for rewarding careers and lifelong learning. The development of appropriate work habits and attitudes including regular attendance is critical for success both on the job and at the career center.

It is for this purpose that the Schuylkill Technology Center has established the following guidelines in conjunction with the Pennsylvania School Code and the Pennsylvania Department of Education:

1. The Schuylkill Technology Center joins local business and industry in its emphasis in trying to promote excellent attendance on the job and in school.

Student attendance shall be reflected in the daily work ethic grade. Students will receive a zero work ethic score for unexcused absences. Excluded from this policy are students documented, chronic medical conditions or other incidents of absence, which are beyond a students' control and will be reviewed on a case-by-case basis. The primary responsibility for maintaining accurate records is delegated to the instructor. Students with an excused absence must complete and submit missed assignments within three school days.
2. The Schuylkill Technology Center requires that to receive full credit for the semester, a student must be in attendance a minimum of eighty-three (83) days unless excused for one of following circumstances.

The Board considers the following conditions to constitute reasonable cause for absence:

- A. Illness or quarantine with written doctor excuse. (Doctor's notes must be received within three (3) school days).[\[3\]](#)[\[5\]](#)
- B. College/Higher education visitations limited to five (5) days. Requires prior written request and approval of STC administrator or designee.
- C. Emergency reason as approved by STC administrator or designee.
- D. Religious holidays.[\[11\]](#)
- E. Required court/legal appearance.

F. Educational Field Trip/Family Vacation- pre approved by STC.[\[3\]](#)[\[7\]](#)

Administration or designee and the LEA home district. Students must submit the Excused Absence Request Form with a copy of the LEA home district approval prior to the trip/vacation.

Absences will be recorded as unexcused based on, but not limited to, the following list of reasons:

- A. Oversleeping.
- B. Car Trouble.
- C. Illness absences of more than three (3) consecutive days without documented doctor excuse.
- D. Unauthorized vacations/trips.
- E. Missing the bus.
- F. Failure to provide an absence excuse consistent with STC procedure.

All absences shall be treated as unexcused until the STC receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Absences in excess of three (3) consecutive days require a doctor's excuse. If an absence is deemed unlawful for the student, the student will be ineligible to receive credit for coursework missed during the unlawful absence.

Attendance need not always be within the facilities. A student will be considered in attendance if present at any place where a program is in session by authority of the Board or at the place where the student is receiving approved tutorial instruction or health care or 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.[\[2\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[13\]](#)

All absences occasioned by observance of the student's religion on a day approved by the Board or member district as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[\[11\]](#)

The STC shall notify the school district and parent/guardian of any attendance problems requiring district action and shall maintain attendance records for use by the district for enforcing compulsory attendance.[\[6\]](#)[\[14\]](#)

The member school district shall be responsible for enforcing the compulsory attendance laws.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Students terminated from STC due to an attendance policy violation, may petition the STC Administrator or designee for re-admission to the school. Students are required to provide a detailed explanation of the circumstances in writing with supporting documentation to the STC Administrator or designee. Petitions must be submitted in writing within seven (7) days of the last day of school.

Legal

1. 22 PA Code 12.1
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 22 PA Code 11.23
5. 22 PA Code 11.25
6. 22 PA Code 11.41
7. 22 PA Code 11.26
8. 22 PA Code 11.28
9. Pol. 115
10. Pol. 117
11. 22 PA Code 11.21
- 22 PA Code 11.13
- 22 PA Code 11.34
12. 24 P.S. 1330
13. 22 PA Code 11.8
14. 24 P.S. 1332
15. 24 P.S. 1326
16. 24 P.S. 1333
17. 24 P.S. 1333.1
- 24 P.S. 1354