

# PENN MANOR SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: February 8, 1999

REVISED:

204 ATTENDANCE	
<p>1. Purpose SC 1327, 1330</p>	<p>The Board requires that school-aged students enrolled in district schools attend school regularly in accordance with State laws. The educational program offered by this district is predicated upon the presence of the student 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 district 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 mental, physical, or other urgent conditions which may reasonably cause the student's absence.</p> <p>Excused absences include illness, death in the immediate family, administrative approval, and exceptionally urgent reasons. Students returning from an absence without a parental excuse receive an unexcused absence. Students have three (3) school days to bring a signed excuse to the attendance office.</p>
<p>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118</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, the student is receiving approved tutorial instruction or health care, the student is engaged in an approved and properly supervised independent study, work-study or career education program, or at home when the student is Receiving approved homebound instruction.</p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by 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>SC 1546</p>	<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</p>

	<p>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> <p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p>
<p>SC 1330</p>	<p>1. 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</p>	<p>2. 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 district schools shall be counted as being in attendance in this district.</p>
<p>SC 1327</p>	<p>3. Students sixteen (16) or seventeen (17) years of age whose enrollment in private trade or business schools have been approved.</p>
<p>SC 1330</p>	<p>4. Students fifteen (15) years of age, and fourteen (14) 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</p>	<p>5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>SC 1332, 1333</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). 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 of Responsibility</p>	<p>The Superintendent shall develop procedures for the attendance of students.</p>
<p>SC 510, 1318</p>	<p>Repeated infractions of Board 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>

<p>4. Guidelines</p>	<p><u>Releasing Students From School</u></p> <p>Since the school is responsible to the parent for those hours the student is in school, these rules shall be observed:</p> <ol style="list-style-type: none"><li>1. Students shall be released from school only to their parents or to persons authorized by their parents. A child will not be released to a noncustodial parent unless the custodial parent agrees to the release or the non-custodial parent presents to the principal a court order authorizing such a release.</li><li>2. In case of illness, it shall be determined that the parent or reliable adult is at home before the child is sent home.</li><li>3. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on nonschool time. A written request from the pupil's parents is necessary.</li><li>4. Children shall not be dismissed during school hours for nonschool activities such as private music lessons, dancing lessons, scouts, etc.</li></ol> <p>No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal.</p>
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