

PENN MANOR SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: September 13, 2010

REVISED:

	204. ATTENDANCE
1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 11.41, 12.1 Pol. 200	<p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1	<p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of 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.</p>
	<p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p>
Title 22 Sec. 11.25	1. Illness.
	2. Quarantine.
	3. Family emergency.
	4. Recovery from accident.
	5. Death in family.
Title 22 Sec. 11.26	6. Family educational travel, with prior approval.
	7. Educational tours and trips, with prior approval.

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	<p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p> <p>A maximum of eleven (11) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond eleven (11) cumulative days shall require an excuse from a licensed physician.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board shall 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/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1327 Title 22 Sec. 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118</p>	<p>Attendance need not always be within school buildings. A student shall be considered 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 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>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Superintendent or designee shall, upon written request of the parents/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. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Superintendent or designee 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 Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments.</p>

<p>SC 1329, 1330 Title 22 Sec. 11.34</p>	<p>The Superintendent or designee shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p>
<p>SC 1327 Title 22 Sec. 11.32</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 that preclude regular attendance.</p>
<p>Title 22 Sec. 11.5</p>	<p>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.</p>
<p>SC 1327.1 Pol. 137</p>	<p>3. Students attending college who are also enrolled part-time in district schools.</p>
<p>SC 1327</p>	<p>4. Students attending a home education program in accordance with law.</p>
<p>SC 1330</p>	<p>5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p>	<p>7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>Title 22 Sec. 11.34</p>	<p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
<p>SC 1327</p>	<p>1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Lancaster-Lebanon Intermediate Unit or the Department of Education.</p>

Family Education Travel With Prior Approval And Educational Tours And Trips

The Board recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in educational tours and trips when such trip is so evaluated by the Superintendent or designee.

Preapproval forms shall be available in each school office. The determination of each request will be made on the following:

1. Prior attendance records.
2. Previous requests.
3. Frequency of such requests and the weighted educational value of the requested experience.

Excusal from attendance will be granted for trips provided the following conditions prevail:

1. The trip shall indicate an exposure for the student that has educational value.
2. The parents/guardians shall present to the school officials a preview of the educational tour on the form provided or on additional attached sheets if needed.

It is understood that the parents/guardians or some other approved adult personage will be directly in charge of the educational program of the child or children and will be responsible for the continued educational progress of the child and, as such, it is important that:

1. Teachers be contacted for class assignments that are going to be missed during the trip.
2. Principals be notified in sufficient time to allow for the proper communication and subsequent development of the above.
3. Building principals may require, at their discretion, a folder of materials and work completed by the student during the trip and turned in to the principal upon return of the student.

<p>3. Delegation of Responsibility Title 22 Sec. 11.41</p> <p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338, 1354 Pol. 218, 233</p>	<p>4. Upon returning to school, the student will, on his/her own time, be responsible for making up work missed and will be held accountable for such knowledge and skills that pertain to his/her education. Students will be required to write an essay concerning the educational values of the trip upon their return to school.</p> <p>5. All make-up work is to be accomplished to the satisfaction of the teacher concerned and during a maximum period of three (3) weeks, unless otherwise approved by the principal.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations for the attendance of students which:</p> <p>1. Ensure a school session that conforms with requirements of state law and regulations.</p> <p>2. Govern the keeping of attendance records in accordance with law.</p> <p>3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</p> <p>4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.</p> <p>5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.</p> <p>6. Ensure that students legally absent have an opportunity to make up work.</p>
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SC 1333, 1354	7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such 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 violations during the school term will be prosecuted without notice.
SC 1318 Pol. 218, 233	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 000, 115, 116, 117, 118, 137, 200, 218, 233</p>