

MUHLENBERG SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: April 14, 2010

REVISED:

<p>1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 11.41, 12.1 Pol. 200</p> <p>2. Definitions SC 1326, 1327 Pol. 201</p> <p>Title 22 Sec. 11.25</p> <p>SC 1329</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The Board recognizes its obligation to promote the regular attendance of all students to ensure continuity of instruction and compliance with state and federal requirements for student attendance and truancy.</p> <p>In order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, the district will work collaboratively with local agencies, students and families to address the source of issues that result in truant behaviors.</p> <p>Regular attendance is a prerequisite for educating students. Curricula are planned and courses are taught as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in the learning process. Absent students cannot be taught.</p> <p>Compulsory school age shall be defined as the period of a child's life from the time the child enters school as a beginner, which may be no later than at the age of eight (8) years, until the age of seventeen (17) or graduation from high school, whichever occurs first.</p> <p>Excused absences shall include the following:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Death in the immediate family. 4. Authorized school activities. 5. Impassable roads. 6. Participation in agricultural fairs in compliance with state law.
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<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 Board 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 Board 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, court appearances, family emergencies, and other urgent reasons.</p>
<p>SC 1329, 1330 Title 22 Sec. 11.34</p>	<p>The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> 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>SC 1327 Title 22 Sec. 11.32</p>	<ol style="list-style-type: none"> 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.

<p>Title 22 Sec. 11.5</p>	<p>3. Students attending college who are also enrolled part-time in district schools.</p>
<p>SC 1327.1 Pol. 137</p>	<p>4. Students attending a home education program in accordance with law.</p>
<p>SC 1327</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</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 1330 Title 22 Sec. 11.28</p>	<p>7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p>	<p>The Board may excuse the following students from the requirements of attendance at district schools:</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 Berks County Intermediate Unit or the Department of Education.</p>
<p>Title 22 Sec. 11.26</p>	<p><u>Educational Tours/Trips</u></p> <p>The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:</p> <p>1. The parent/guardian submits a written request for excusal prior to the absence.</p> <p>2. The student's participation has been approved by the Superintendent or designee.</p>

<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>3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.</p> <p>The district may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.</p> <p>No more than three (3) such trips will be approved in a school year. The five (5) day limit will apply to the accumulated total of approved trips.</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, district web site and other efficient methods.</p> <p>The Superintendent or designee shall be responsible for developing and administering administrative regulations for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state law and regulations. 2. Govern the keeping of student attendance records in accordance with law. 3. Establish procedures for the daily reporting of attendance, including following up on student absences. 4. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. 5. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules. 6. Identify the habitually truant, investigate the causes of truant behavior, attempt to eliminate truant behavior, and consider modification of the student’s educational program to meet particular needs and interests. 7. Ensure that students legally absent have an opportunity to make up work.
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<p>SC 1333, 1354</p>	<p>8. 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.</p>
<p>SC 1318 Pol. 218, 233</p>	<p>Repeated infractions of Board policy requiring the attendance of compulsory school age 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, 11.4, 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>