

MANHEIM TOWNSHIP SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: February 20, 2003

REVISED: September 18, 2008

2nd Read: May 2016

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	204. ATTENDANCE
1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.41, 12.1	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.
2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1	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 <u>or designee</u> or teacher may excuse a student for temporary absences when receiving 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.
	The Board considers the following conditions to constitute reasonable cause for absence from school:
	1. Illness, physical or emotional injury .
	2. Quarantine.
	3. Required court attendance.
	<u>4. Death in family.</u>
	<u>5. Family emergency</u>
	4.6.Recovery from accident
	5.7. Authorized school activities.
<u>Title 22</u> <u>Sec. 11.23, 11.25</u>	6.8. School district approved educational tours and trips. <u>Educational tours and trips,</u> <u>with prior approval[13]</u>
<u>Title 22</u> <u>Sec. 11.26</u>	

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SC 1546 Title 22 Sec. 11.21	9. Religious holidays/instruction. <u>Family educational travel, with prior approval.</u>	Formatted: Strikethrough
	7. Medical/Dental appointments.	Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
	10.	
	8.11. One family vacation per school year not to exceed five consecutive school days.	Formatted: Strikethrough
	<p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three <u>(3)</u> days of the absence.</p>	
	<p>A maximum of ten <u>(10)</u> days of cumulative lawful absences verified by parental notification may be <u>shall be</u> permitted during a school year. All absences beyond ten <u>(10)</u> cumulative days shall require an excuse from a licensed physician.</p>	Formatted: Underline, Strikethrough
SC 1333, 1354 Title 22 Sec. 12.1	<p>The Board shall <u>may</u> report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen <u>(17)</u>. The Board <u>Board</u> shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law. <u>[14][15][7]</u></p>	Formatted: Underline
SC 1327 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118	<p>Attendance need not always be within school <u>owned</u> facilities. A student will be <u>shall be</u> 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>	Formatted: Strikethrough
SC 1327 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118		
Title 22 Sec 11.21	<p><u>Upon written request by parent/guardian, and with prior approval, an absence for observance of a</u> All absences occasioned by observance of the 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 <u>for a religious holiday.</u> for a religious holiday, including an award, eligibility to compete for an award or office, opportunity to apply for an activity, or the opportunity to make up a test.</p>	Formatted: Strikethrough
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SC 1546 Title 22 Sec. 11.21	<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</p>	

204. ATTENDANCE - Pg. 3

	more than thirty-six <u>(36)</u> 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.
SC 1329 Title 22 Sec. 11.41	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.
SC <u>510</u> .1318 Pol. 218, 233	Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program. <u>Moved towards the beginning of the document</u>
Pol. 233	The Superintendent shall assess each case of a student who habitually and repeatedly is absent from such program.
	The Board authorizes the Superintendent to suspend a student from a particular class or from school, in accordance with Board policy, if sincere efforts by the staff and parents/guardians cannot rectify the pattern of absence. The Superintendent shall establish the criteria to implement this policy.
SC 1329, 1330 Title 22 Sec. 11.34	The Board shall excuse the following students from the requirements of attendance at the schools of this district: 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.
SC 1327 Title 22 Sec. 11.5, 11.32	<u>2.</u> 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 part time attendance in this district.
<u>SC1327.1</u> <u>POL 137</u>	<u>3. Students attending college, who are also enrolled part-time in district school.</u> 4. <u>4. Students attending a home education program in accordance with the law.</u>
SC 1327	5. <u>5.</u> Students fifteen <u>(15)</u> or sixteen <u>(16)</u> years of age whose enrollment in private trade or business schools has been approved.
SC 1330	6. <u>6.</u> Students fifteen <u>(15)</u> years of age, and fourteen <u>(14)</u> years of age who have

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SC 1330 Title 22 Sec. 11.28	<p>completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p> <p>5.7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p> <p>The Board may excuse the following students from the requirements of attendance at district schools:</p>
SC 1327 Title 22 Sec. 11.22 Pol. 116	<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 excusing <u>excusal</u> does not interfere with the student's regular program of studies.</p>
Title 22 Sec. 11.34	<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>
SC 1327	<p>3. Students enrolled in special schools conducted by the Lancaster-Lebanon Intermediate Unit or the Department of Education.</p>
Pol. 137	<p>4. Students in an approved home education program.</p>
	<p><u>Educational Tours And Trips</u></p>
Title 22 Sec. 11.26	<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><u>1.</u> The parent/guardian submits a written request for excusal prior to the absence.</p> <p>1.</p> <p><u>2.</u> The student's participation has been approved by the Superintendent or designee <u>prior to the absence.</u></p> <p>2.</p> <p><u>3.</u> The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.</p>

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<p>3. Delegation of Responsibility</p> <p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p> <p>SC 1332, 1339 Title 22 Sec.11.41</p> <p>SC 1333, 1338, 1354 Pol. 218, 233</p> <p>SC 1333, 1354</p> <p>SC1381 Pol 218, 233</p>	<p>The Board 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><u>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 website and other efficient methods.</u></p> <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms to requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 2.3.<u>Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</u><u>[6]</u> 3.4.<u>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.</u> 4.5.<u>Identify the habitual habitual truant, and investigate the cause(s) of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.</u> 5.6.<u>Ensure that students legally absent have an opportunity to make up work.</u> 6.7.<u>Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. 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 violation during the school term will be prosecuted without notice.</u> <u>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 or provision of alternative education</u>
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	<p>services.</p> <p>Students beyond compulsory school age, who miss ten (10) consecutive school days, shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal, within the approved three (3) day provision. Students who accumulate more than forty-five (45) total days of unexcused absence shall be dropped from the active membership roll.[14][36][40]</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 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, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 115, 116, 117, 118, 137, 218, 233</p>
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