



## **Policy and Human Resources Committee**

Thursday, January 11, 2018  
7:15PM – UES Room 105

*Per BOG 006.2, all public meetings of the Board of Directors,  
including committees, are audio recorded.*

### **Call to Order**

### **Approve Minutes from the November 9, 2017 Policy/HR Committee Meeting**

### **Old Business**

- + Second Readings of Policies
  - + 803—School Calendar
  - + 804—School Day
  - + 805—Emergency Preparedness
  - + 919—District/School Report Card

### **New Business**

- + First Reading of Board Operating Guideline
  - + 004—Membership
- + First Reading of Policies
  - + 117—Homebound Instruction
  - + 200—Enrollment in District
  - + 204—Attendance

### **Public Comment**

### **Adjournment**

#### **Please Note**

- A packet of materials will be posted to the policy website by 5PM on Tuesday, January 9, 2018.
- The HR meeting will take place in closed session immediately following the conclusion of the Policy Meeting. Due to the confidential nature of the HR meeting, it is not open to the public.



Book	Policy Manual
Section	800 Operations
Title	Copy of School Calendar
Number	803
Status	
Adopted	March 29, 1993
Last Revised	August 29, 2005

Proposed deletion: ~~strike through~~

Proposed addition/revision: **bold and underlined**

## I. Purpose

- A. The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.

## II. Authority

- A. The Board **Superintendent or his/her designee** shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)
- B. The school calendar shall normally consist of a minimum of 180 student days. [\[1\]](#)[\[5\]](#)[\[6\]](#)
- C. The Board reserves the right to alter the school calendar when it is in the best interests of the **District upon the recommendation of the Superintendent.**

## III. Delegation of Responsibility

- A. The Superintendent shall prepare annually a school calendar for Board consideration no later than **the public meeting held** in March.

## IV. Guidelines

- A. When Labor Day occurs on or before September 4<sup>th</sup>, school for students will begin after Labor Day. When Labor Day occurs after September 4<sup>th</sup>, school for students will begin before Labor Day.
- B. Labor Day, the first day of Rosh Hashanah, Yom Kippur, Thanksgiving, the day after Thanksgiving, December 24 through January 1<sup>st</sup>, Dr. Martin Luther King, Jr. Day, Presidents' Day, Good Friday

and Memorial Day will be school holidays. Other school holidays may be added to the calendar.

C. The holiday calendar may be adjusted in any one (1) year when there is a large number of days when schools are closed for inclement weather and must be made up.

Legal

1. 24 P.S. 1501
2. 24 P.S. 1502
3. 24 P.S. 1503
4. 24 P.S. 1504
5. 22 PA Code 4.4
6. 22 PA Code 11.1

Last Modified by Steven Yanni on November 6, 2017



Book	Policy Manual
Section	800 Operations
Title	Copy of School Day
Number	804
Status	
Adopted	March 29, 1993
Last Revised	June 2, 2014

Proposed deletion: ~~strike through~~

Proposed addition/revision: **bold and underlined**

## I. Purpose

- A. The normal school day for the instruction of district students shall be in accordance with law, regulations and Board policy.

## II. Authority

- A. The Board shall establish the times for the daily sessions of district schools **upon the recommendation from the Superintendent.** [1][2][3]

## III. Delegation of Responsibility

- A. The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing.
- B. In all cases, the Superintendent shall inform the Board ~~President~~ as soon as possible.

## IV. Guidelines

- A. The Superintendent **or his/her** designee shall develop guidelines that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such decisions shall consider such things as inclement weather, illness, urgent reasons and other circumstances. [4][5]

Legal

1. 24 P.S. 1504
2. 22 PA Code 11.2
3. 22 PA Code 11.3
4. 22 PA Code 11.25
5. Pol. 204

Last Modified by Steven Yanni on January 8, 2018



Book	Policy Manual
Section	800 Operations
Title	Copy of Emergency Preparedness
Number	805
Status	
Adopted	March 29, 1993
Last Revised	June 4, 2012

Proposed deletion: ~~strike through~~

Proposed addition/revision: **bold and underlined**

## I. Purpose

A. The Board recognizes its responsibility to safeguard the health and welfare of District students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.

## II. Authority

A. The District, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.[\[1\]](#)

B. The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.

C. The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.[\[2\]](#)[\[3\]](#)[\[1\]](#)

## III. Delegation of Responsibility

A. The Superintendent **or his/her** designee shall collaborate with relevant stakeholders, including staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.

B. The Superintendent or **his/her** designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.

## IV. Guidelines

A. The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the Emergency Management Agency and each local police department with jurisdiction over the school property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders. [\[4\]\[1\]](#)

### B. Memorandum of Understanding

1. As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal. [\[5\]\[6\]](#)
2. The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco. [\[5\]\[7\]\[8\]\[9\]\[10\]\[11\]](#)
3. The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property. [\[5\]](#)
4. At least every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and filed with the Office of Safe Schools. [\[5\]](#)

### C. Continuity of Student Learning/Core Operations

1. In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. [\[1\]](#)
2. The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences (**i.e. absences/closures in excess of 10 day**). Such alternatives may include:
  - a. Web-based district instruction.
  - b. Mailed lessons and assignments.
3. The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.

### D. Education

1. Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

2. Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.

#### E. Required Drills

1. At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill.[\[1\]](#)
2. Fire drills shall be conducted at least once a month during the school year.[\[2\]](#)[\[3\]](#)
3. Bus evacuation drills shall be conducted twice a year, in accordance with law.[\[2\]](#)

#### Legal

1. 35 Pa. C.S.A. 7701
  2. 24 P.S. 1517
  3. 24 P.S. 1518
  4. 24 P.S. 1302.1-A
  5. 24 P.S. 1303-A
  6. Pol. 909
  7. Pol. 218
  8. Pol. 218.1
  9. Pol. 218.2
  10. Pol. 222
  11. Pol. 227
- Pol. 810

Last Modified by Steven Yanni on November 6, 2017





Book	Policy Manual
Section	900 Community
Title	Copy of District/School Report Card
Number	919
Status	
Adopted	July 21, 2003
Last Revised	February 26, 2007

Proposed deletions: ~~strike through~~

Proposed revisions/additions: **bold and underlined**

## I. Authority

- A. To provide pertinent information regarding the academic performance of the District and its schools, the Board shall annually develop and publicly disseminate a district report card and report cards for the individual schools, in accordance with federal and state laws and regulations. [\[2\]](#)[\[3\]](#)  
[\[4\]](#)
- B. The Board, at its discretion, may include additional information not required by law on the district report card.

## II. Guidelines

### A. District Report Cards

1. District report cards shall contain **the following "Fast Fact" information as outlined on the School Performance Profile:**[\[2\]](#)
  - a. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, gender, disability, migrant status, English proficiency and status as economically disadvantaged. [\[4\]](#)
  - b. Comparison of above student groups regarding achievement levels on state assessments.
  - c. Percentage of students not tested, disaggregated by student groups.
  - d. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required.
  - ~~e. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools.~~

**ef.** Graduation rates for secondary schools, disaggregated by student groups.

~~g. Information on the number of students to whom the PSSA test was administered who were enrolled in the district for less than two (2) school years as of the day the PSSA test was administered.~~

**f.** Information on the number of students to whom the PSSA was administered who were classified as Limited English Proficient as of the day the PSSA test was administered.

**g.** Information on the number of students to whom the PSSA test was administered who were classified as students with a disability as of the day the PSSA test was administered.

**h.** Information on District's performance regarding Adequate Yearly Progress (AYP) and the number, percentage and names of schools identified for improvement, including how long they have been so identified.

**i.** Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials.

**j.** Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty.

**k.** Comparison of District students' achievements on state assessments to students in the state as a whole.

## B. School Report Cards - **School Performance Profiles**

1. School report cards shall contain the following information:

a. ~~Same information contained on the District report card.~~ **School specific information about student achievement and growth for all tested subject areas and subgroups of students. Further, retention and promotion rates along with attendance data shall be included.**

b. Whether the school has been identified for improvement.

~~c. Information that compares the school's students' achievement on state assessments and indicators of Adequate Yearly Progress (AYP) to students in the district and the state as a whole.~~

## III. Delegation of Responsibility

A. The Superintendent or **his/her** designee shall be responsible to ensure:

1. Required information is annually updated and posted.

2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.

3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.

4. Public access is provided to the state report card and the school profile maintained by the state. [\[3\]](#)[\[4\]](#)

- Legal
2. 20 U.S.C. 6311
  3. 22 PA Code 4.61
  4. 24 P.S. 220

Last Modified by Steven Yanni on November 6, 2017



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Membership
Number	004
Status	
Adopted	March 29, 1993
Last Revised	February 16, 2016

Proposed additions: **additions**

Proposed changes/deletions: ~~deletions~~

## I. Number

- A. The Board shall consist of nine (9) members, known as Directors.[\[1\]](#)
- B. The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

## II. Qualifications

- A. Each school Director shall meet the following qualifications:
  1. Be of good moral character,
  2. Be at least eighteen (18) years of age,
  3. Have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment.
  4. Not be a holder of any office or position as specified in Section 322 of the School Code;
  5. Shall not be a member of the municipal council.[\[3\]](#)
  6. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
  7. Shall not be engaged in a business transaction with the school District,
  8. Shall not be employed by the school District, or receive pay for services from the school District, except as provided by law.[\[5\]](#)[\[6\]](#)
  9. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office,[\[7\]](#) and

10. Shall file a statement of financial interests with the Board Secretary or his or her designee at the following times: [\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
- a. Before taking the oath of office or entering upon his/her duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.

### III. Election

- A. Election of members of the Board shall be in accordance with law. [\[13\]](#)

### IV. Vacancies

A. A vacancy shall occur by reason of death, resignation, removal from a District or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The school Director so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. [\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)  
[\[19\]](#)

1. The Board will advertise for a person to fill the vacancy within the five (5) days of approving the vacancy. The advertisement shall be in the paper of general circulation approved by the Board as well as on the District web page and on list serve, as well as other means that may be available at the time.

2. Candidates shall be required to submit a letter of interest including a statement about why they want to be on the Board as well as a resume to the Board. **The Board may also require written answers to preliminary questions.**

3. The Board shall schedule public meetings at which, ~~questions will be determined and~~ **all eligible** candidates will be interviewed.

4. The Board shall decide on the new Director by **seeking nominations from sitting members of the Board.** ~~having each Board member select their preferred two (2) candidates and then vote on the candidate. The first candidate to receive five (5) affirmative votes will be appointed to the Board.~~

**5. Following nominations the Board will take a roll call vote in which each Director will indicate which candidate they endorse for the open seat.**

**6. To become a seated member of the Board, a candidate must earn at least five (5) votes.**

**7. Voting must continue until a candidate receives at least five (5) votes.**

**8. If the Board becomes deadlocked and no candidate receives at least five (5) votes, the vacancy shall be filled by the Court of Common Pleas of Bucks County.**

~~9.~~ **9.5.** When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Bucks County.

- B. Temporary Vacancy – Active Military Service

1. A temporary vacancy shall be declared when a school Director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The

temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school Director so appointed shall serve either until the school Director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first. [\[14\]\[20\]\[19\]](#)

## V. Term

A. The term of office of each school Director shall be four (4) years and shall expire on the first Monday of December, except for a school Director appointed or elected to fill a vacancy. A school Director appointed to fill a vacancy shall serve pursuant to Section IV. A., above.

B. The term of a school Director elected to an unexpired term shall expire at the termination of that term. [\[1\]\[14\]](#)

## VI. Removal

A. Whenever a school Director is no longer a resident of the District or the region s/he represents, his/her eligibility to serve on the Board shall cease. [\[14\]\[21\]](#)

B. If a school Director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting s/he shall neglect or refuse to act in his/her official capacity as a school Director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board. [\[18\]\[22\]](#)

C. If a person elected or appointed as a school Director, having been notified, shall refuse or neglect to qualify as such Director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board. [\[18\]\[22\]](#)

## VII. Expenses

A. Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement. [\[23\]](#)

B. Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the District of such funds remaining, or an additional payment shall be made by the District to meet the verified expenses actually incurred. [\[23\]](#)

C. No school Director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

## VIII. Orientation

A. The Board believes that the preparation of each school Director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school Director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

B. Accordingly, the Board shall give to each new school Director access to the following items, no later than his/her first regular meeting, for use during his/her term on the Board:

1. A copy of the School Code. [\[24\]](#)
2. A copy of the Board Policy Manual.
3. A copy of the District Administrative Regulations Manual.
4. The current budget statement, audit report and related fiscal materials.
5. Access to District information on comprehensive planning, curriculum, assessments, facilities planning and District programs.
6. A copy of the Board's adopted Principles for Governance and Leadership. [\[25\]](#)
7. Each new school Director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

## **IX. School Director Education/Training**

A. The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.

B. The Board, in conjunction with the Superintendent or his/her designee, shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the District's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

C. The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the District and its schools. [\[26\]](#)

D. The Board shall annually budget funds to support its planned program of inservice education and training.

E. The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressed to Board members' concerns.
4. Maintenance of resources and reference materials accessible to Board members.

## **X. Conference Attendance**

A. In keeping with its stated priority the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines: [\[23\]](#)[\[27\]](#)

1. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops and conventions.
2. The Superintendent or his/her designee shall inform Board members, in a timely manner, of upcoming conferences, workshops and conventions.
3. Funds for conference attendance shall be budgeted on an annual basis.
4. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the school District.
5. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[28]
6. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.
7. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[\[7\]](#)

## **XI. Student Representation**

- A. The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.



Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 65 Pa. C.S.A. 1102
9. 65 Pa. C.S.A. 1104
10. 65 Pa. C.S.A. 1105
11. 51 PA Code 15.2
12. 51 PA Code 15.3
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. 24 P.S. 516.1
24. 24 P.S. 519
25. Pol. 011
26. Pol. 901
27. 24 P.S. 516
28. Pol. 004
- Pol. 331

Last Modified by Steven Yanni on January 8, 2018



Book	Policy Manual
Section	100 Programs
Title	Copy of Homebound Instruction
Number	117
Status	
Adopted	November 23, 1992
Last Revised	August 29, 2005

Proposed change: **change**

Proposed deletion: ~~deletion~~

## I. Purpose

A. The ~~Board~~ **District** shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months. [\[1\]](#)[\[2\]](#)

## II. Delegation of Responsibility

A. **The Superintendent or his/her designee shall be responsible for the implementation of this policy.**

B. Application for homebound instruction shall:

1. Certify the nature of the illness or disability.
2. State the probable duration of the confinement.
3. Be recommended by the Superintendent or his/her designee.

~~B. The Superintendent or his/her designee shall forward a recommendation for homebound instruction to the Board for approval.~~

~~C. The Superintendent or his/her designee shall develop procedures to safeguard the privacy of each child placed on homebound instruction.~~

B. ~~D.~~ The Superintendent or his/her designee or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months. [\[2\]](#)

## III. Guidelines

- A. The ~~Board~~ **District** shall provide homebound instruction only for those confinements expected to last at least two (2) weeks.
- B. Exceptions may be recommended by the Superintendent or his/her designee.
- C. The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.
- D. The ~~Board~~ **District** reserves the right to withhold homebound instruction when:
1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
  2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
  3. The condition of the student precludes any benefit from such instruction.

Legal

1. 24 P.S. 1329

2. 22 PA Code 11.25

Last Modified by Steven Yanni on January 8, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Enrollment in District
Number	200
Status	
Adopted	June 13, 2005
Last Revised	July 13, 2009

Proposed change: **Bold and underlined**

Proposed deletion: ~~strike through~~

## I. Authority

- A. The ~~Board~~ **District** shall enroll school age students eligible to attend district schools in accordance, with applicable laws and regulations, Board policy, and administrative regulations. [\[1\]](#)  
[\[2\]](#)[\[3\]](#)[\[4\]](#)

## II. Definitions

- A. **For the purposes of this policy,** school age shall be defined as the period from the earliest admission age for the district's kindergarten program (**age 5 by September 1st**) until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first. [\[1\]](#)[\[5\]](#)
- B. **For the purposes of this policy,** district of residence shall be defined as the school district in which a student's parents/guardians reside. [\[2\]](#)[\[3\]](#)

## III. Guidelines

- A. School age resident students ~~and eligible nonresident students~~ shall be entitled to attend the schools of the District. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)
- B. The District shall enroll a school age, eligible student the next business day, but no later than five (5) business days after application. [\[3\]](#)
- C. The District shall not enroll a student until the parent/guardian has supplied proof of the student's age, residence, immunizations and a completed Parent Registration Statement, as required by law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[9\]](#)[\[10\]](#)[\[14\]](#)[\[15\]](#)
- D. The District shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents. [\[11\]](#)
- E. The District shall not inquire about the immigration status of a student as part of the enrollment process. [\[3\]](#)

~~F. Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[12]~~

G. The district shall administer a home language survey to all students enrolling in District schools for the first time.[\[3\]](#)[13]

#### IV. Delegation of Responsibility

A. The Superintendent or designee **shall be responsible for the implementation of this policy.** ~~develop and disseminate administrative regulations for the enrollment of eligible students in district schools.~~

Legal	1. 24 P.S. 1301
	2. 24 P.S. 1302
	3. 22 PA Code 11.11
	4. 22 PA Code 11.41
	5. 22 PA Code 11.12
	6. 22 PA Code 12.1
	9. Pol. 203
	10. Pol. 216.1
	11. Pol. 251
	12. Pol. 202
	13. Pol. 138
	14. 24 P.S. 1303a
	15. Pol. 201.1

Last Modified by Steven Yanni on January 8, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Attendance
Number	204
Status	
Adopted	March 29, 1993
Last Revised	July 16, 2007

Proposed additions: **addition**

Proposed deletion: ~~deletion~~

## I. Purpose

A. 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. [\[1\]\[2\]\[3\]](#)<sup>[4]</sup>

## II. Authority

A. 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 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. [\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[3\]](#)

B. The ~~Board~~ **District** considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational trips.
7. Educational tours and trips. [\[12\]](#)

C. 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.

D. A maximum of ten (10) days of cumulative lawful absences verified by **parent/guardian** notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

E. The ~~Board~~ **District** may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The ~~Board~~ **District** 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. [\[13\]](#)[\[14\]](#)[\[15\]](#)[\[3\]](#)

F. Attendance need not always be within school facilities. A student will 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. [\[6\]](#)[\[7\]](#)[\[16\]](#)[\[17\]](#)[\[9\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

G. All absences occasioned by observance of the student's religion on a day approved by the ~~District Board~~ **District Board** as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday. [\[22\]](#)

H. The ~~Board~~ **District** 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 ~~District Board~~ **District 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. [\[23\]](#)[\[22\]](#)

I. 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. [\[7\]](#)[\[11\]](#) **Such written request must be presented to the building principal.**

J. The ~~Board~~ **District shall** 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. [\[9\]](#)[\[10\]](#)

K. The ~~Board~~ **District** 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. [\[24\]](#)
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 part-time attendance in this district. [\[25\]](#)[\[26\]](#)
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [\[6\]](#)
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. [\[24\]](#)
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. [\[24\]](#)[\[18\]](#)

L. The ~~Board~~ **District** may excuse the following students from the requirements of attendance at District schools:

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. [\[17\]](#)
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. [\[27\]](#)
3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education. [\[6\]](#)

M. Educational Tours and Trips

1. The ~~Board~~ **District** 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: [\[12\]](#)
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
2. The ~~Board~~ **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.

### III. Delegation of Responsibility

A. The Superintendent or designee shall be **responsible for implementing this policy**. ~~develop procedures for the attendance of students which:~~

1. Ensure a school session that conforms with requirements of state regulations. [\[28\]](#)[\[29\]](#)  
[\[30\]](#)
2. Govern the keeping of attendance records in accordance with state statutes. [\[13\]](#)[\[31\]](#)
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. [\[11\]](#)
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. [\[14\]](#)[\[32\]](#)
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.
6. Ensure that students legally absent have an opportunity to make up work.
7. 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.[\[14\]](#)[\[32\]](#)  
[\[15\]](#)[\[33\]](#)

B. 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.[\[34\]](#)[\[35\]](#)

Legal

1. 24 P.S. 1301
2. 22 PA Code 11.12
3. 22 PA Code 12.1
4. Pol. 200
5. 24 P.S. 1302
6. 24 P.S. 1327
7. 24 P.S. 1329
8. 22 PA Code 11.11
9. 22 PA Code 11.23
10. 22 PA Code 11.25
11. 22 PA Code 11.41
12. 22 PA Code 11.26
13. 24 P.S. 1332
14. 24 P.S. 1333
15. 24 P.S. 1354
16. 22 PA Code 11.8
17. 22 PA Code 11.22
18. 22 PA Code 11.28
19. Pol. 115
20. Pol. 117
21. Pol. 118
22. 22 PA Code 11.21
23. 24 P.S. 1546
24. 24 P.S. 1330
25. 22 PA Code 11.5
26. 22 PA Code 11.32
27. 22 PA Code 11.34
28. 22 PA Code 11.1
29. 22 PA Code 11.2
30. 22 PA Code 11.3
31. 24 P.S. 1339
32. 24 P.S. 1338
33. 22 PA Code 11.24
34. 24 P.S. 510
35. 24 P.S. 1318

Last Modified by Steven Yanni on January 8, 2018