

KUTZTOWN AREA SCHOOL DISTRICT
Policy and Curriculum Committee Agenda
Kutztown Area High School
October 14, 2019
6:00 PM

1. Curriculum Committee

- a. Agriculture Lab Proposal
- b. International Travel Opportunities
 - i. South Africa
 - ii. Rome and Greece

2. Policy Committee

- a. First Reading
 - i. Policy 204- Attendance
 - ii. Policy 805- Emergency Preparedness and Response

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204 Vol III 2019
Status	First Reading

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that **temporary student absences may be excused by** authorized district staff **in accordance with applicable laws and regulations, Board policy and administrative regulations.**[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Compulsory school age shall mean the period of a **student's** life from the time the **student's person in parental relation** elects to have the **student** enter school, which shall be no later than eight (8) years of age, until the **student** reaches seventeen (17) years of age. **Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18).** The term does not include a **student** who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a **student** subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a **student** subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a **student**.
4. Person with whom a **student** lives and who is acting in a parental role of a **student**.

This **term** shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a **student's** absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, **persons in parental relation**, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks **and** newsletters, **on the** district website and **through** other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate **magisterial district** judge.
4. **Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.**
5. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

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; **or the student's placement is instruction in the home.**[\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

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.[\[6\]](#)[\[7\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)[\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)

6. Students fifteen (15) years of age, **as well as students** fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly **engaged in useful and lawful employment** during the school session and holding a **valid** employment certificate. **Regularly engaged means thirty-five (35) or more hours per week of employment.**[\[7\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[6\]](#)
9. **Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.**[\[6\]](#)
 - a. **The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.**
 - b. **The student shall furnish the signed excuse to the district prior to being excused from school.**
10. Observance of a religious holiday observed by **a** bona fide religious group, upon prior written request **from the person in parental relation.**[\[28\]](#)
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[6\]](#)[\[29\]](#)
 - a. The **person in parental relation submits the required documentation** for excusal prior to the absence, **within the appropriate timeframe.**
 - 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 **person in parental relation** and the Superintendent.
 - d.

12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons **that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.**[\[3\]](#)[\[6\]](#)[\[30\]](#)[\[31\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused 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.[\[5\]](#)[\[14\]](#)[\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:
[\[28\]](#)[\[32\]](#)
 - a. The **person in parental relation** submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the **person in parental relation** shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.
[\[21\]](#)

Parental Notice of Absence –

Absences shall be treated as **unexcused** until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be **permanently** considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification –

District staff shall provide **prompt** notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[33\]](#)

The notice shall:[\[33\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the **student's** biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[33\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[33\]](#)

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the **SAIC**.[\[33\]](#)

The purpose of the **SAIC** is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the **SAIC**:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the **SAIC** shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[33\]](#)

The outcome of the **SAIC** shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[33\]](#)

The district may not take further legal action to address unexcused absences until the scheduled **SAIC** has **been held and the student has incurred six (6) or more days of unexcused absences**.[\[33\]](#)

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[\[34\]](#)

1. Shall refer the student to:

a. A school-based or community-based attendance improvement program; or

b. The local children and youth agency.

2. May file a citation in the office of the appropriate **magisterial district** judge against the person in parental relation who resides in the same household as the student.[\[34\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[34\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate **magisterial district** judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[34\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate **magisterial district** judge, district staff shall provide verification that the school held a **SAIC**.[\[34\]](#)

Filing a Citation –

A citation shall be filed in the office of the appropriate **magisterial district** judge whose jurisdiction includes the school in which the student is or should be enrolled, **against the student or person in parental relation to the student**.[\[35\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[35\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]](#)[\[36\]](#)[\[38\]](#)

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[33\]](#)

NOTES:

Remove language on withholding of credit or automatic grade deductions for students with unexcused/illegal absences (based on court decision). May include language on deduction of class participation grades only, if in response to unexcused/illegal absences.

See additional explanation on court case and info. from School Law Handbook saved as "Student Attendance and Withholding of Credit" in the Scanned Sample Info folder in the Sample Log on the P Drive.

Legal

1. [22 PA Code 11.41](#)
2. [22 PA Code 11.23](#)
3. [22 PA Code 11.25](#)
4. [22 PA Code 12.1](#)
5. [24 P.S. 1327](#)
6. [24 P.S. 1329](#)
7. [24 P.S. 1330](#)
8. [22 PA Code 11.13](#)
9. [24 P.S. 1326](#)
10. [42 Pa. C.S.A. 6302](#)
11. [24 P.S. 510.2](#)
12. [24 P.S. 1332](#)
13. [24 P.S. 1339](#)
14. [22 PA Code 11.22](#)
15. [22 PA Code 11.28](#)
16. [Pol. 113](#)
17. [Pol. 115](#)
18. [Pol. 116](#)
19. [Pol. 117](#)
20. [Pol. 118](#)
21. [22 PA Code 11.34](#)
22. [22 PA Code 11.32](#)
23. [22 PA Code 11.5](#)
24. [22 PA Code 11.31](#)
25. [22 PA Code 11.31a](#)
26. [24 P.S. 1327.1](#)
27. [Pol. 137](#)
28. [22 PA Code 11.21](#)
29. [22 PA Code 11.26](#)
30. [Pol. 251](#)
31. [Pol. 255](#)
32. [24 P.S. 1546](#)
33. [24 P.S. 1333](#)
34. [24 P.S. 1333.1](#)
35. [24 P.S. 1333.2](#)
36. [Pol. 103.1](#)
37. [Pol. 113.3](#)
38. [Pol. 114](#)
- [22 PA Code 11.24](#)

22 PA Code 11.8

24 P.S. 1333.3

Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	First Reading

Purpose

The Board recognizes its responsibility **for the safety of students, staff, visitors and facilities**. Therefore, the Board shall provide facilities, equipment and training necessary to **protect against** hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, **intruders**, terrorism, communicable diseases and pandemics. Advance planning, **training, practice** and comprehensive implementation are key components in **protecting** the **safety and security** of the school community.[\[1\]](#)

Authority

The district, in cooperation with the county 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 **PEMA** and other applicable state requirements.[\[2\]](#)[\[3\]](#)

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, **and local law enforcement agencies**.[\[4\]](#)

The Board **requires** that emergency **preparedness, emergency** evacuation **and school security** drills **be** conducted at intervals required by state law.[\[3\]](#)[\[5\]](#)[\[6\]](#)

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.
[\[5\]](#)

School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[\[7\]](#)

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, **students**, staff, community agencies, **local law enforcement agencies** and first responders, during the development and implementation of the emergency preparedness plan.

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

Annually, **on or before** April 10, the Superintendent shall certify that **emergency** evacuation drills **and school security drills** have been conducted in the manner prescribed by law.[\[5\]](#)

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property. [4][8][9]

The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources. [7][10]

Guidelines

Emergency Planning

The emergency preparedness plan shall be **accessible** in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be **made accessible** to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. **The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.** [2][3][11]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, **staff**, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster. [2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises. [3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be **made available** to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. **The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.** [3][12]

State officials may also direct schools to close in order to mitigate the spread of infection or illness **in designated emergencies.** [13]

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, **in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities** may include: [14][15]

1. Web-based instruction.
2. Mailed lessons and assignments.
3. Instruction via local television or radio stations.

The continuity of core operations such as payroll and ongoing communication with **staff**, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6]

Effective infection control and prevention **education and** procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[16][17]

The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:[18][19][20]

1. **Situational awareness.**
2. **Trauma-informed approaches.[20]**
3. **Behavioral health awareness.**
4. **Suicide and bullying awareness.[21][22]**
5. **Substance use awareness.[23][24]**
6. **Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[25]**
7. **Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.**

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[19]

Required Drills

Emergency Preparedness Drill -

The Board directs district schools **to** conduct a disaster response or emergency preparedness plan drill **at least annually, in accordance with the provisions of law.[3]**

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, **in accordance with the provisions of law.[5][6]**

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee[5] shall conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.

The Superintendent or designee shall:[5]

1. **Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.**
2. **Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.**

Bus Evacuation Drills -

Bus evacuation **and safety** drills shall be conducted twice a year, in accordance with **the provisions of law.**[\[5\]](#)[\[26\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.
[\[27\]](#)

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

Legal

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 24 P.S. 1303-A
9. 22 PA Code 10.11
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 1501
15. 24 P.S. 1506
16. Pol. 203
17. Pol. 203.1
18. 24 P.S. 102
19. 24 P.S. 1310-B
20. Pol. 333
21. Pol. 249
22. Pol. 819
23. Pol. 227
24. Pol. 351
25. Pol. 805
26. 75 Pa. C.S.A. 4552
27. 24 P.S. 1303-D
- 24 P.S. 1205.7
- 20 U.S.C. 7112
- 20 U.S.C. 7118
- 20 U.S.C. 7801
- Pol. 146
- Pol. 236
- Pol. 709
- Pol. 810
- Pol. 909

