



Berks Online Learning is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children.

Berks Online Learning (BOL) monitors student attendance pursuant to the Department of Education attendance policy and rules. Attendance is monitored on a daily basis Sunday to Saturday of any given week. Compliance with state attendance statutes and regulations is a parental responsibility. BOL is obligated to keep an accurate record of daily attendance. A Berks Online Learning student is considered truant and the district is notified if he or she accumulates **three cumulative unlawful absences**.

Instructional Time

Pennsylvania requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction between July 1 and June 30 of consecutive years. Instructional time can occur at any time during the day and on any day of the week.

Process for Attendance Monitoring

1. Students are required to attend a minimum of 180 school days. A maximum of **10 (ten)** excused absences are allowed. A lawful absence is broadly defined by the State. Excused absences from BOL include the following: illness; medical appointment; court appearance; funeral of relative; approved educational trip – limit 2 per year, not to exceed 5 school days; family emergency, and religious holidays.
2. BOL offers students the flexibility to attend school on any 5 days of a 7 day week. For example a student could “attend school” Monday, Tuesday, Thursday, Friday and Saturday, therefore; skipping Wednesday.
3. A student will be considered truant after three unexcused absences. A student who does not login to the content provider and submit assignments for 3 consecutive days defines an unexcused absence; Berks Online Learning (BOL) is mandated to report students as truant to the student’s home school district. The school district in turn will issue a truancy notice in accordance with their attendance policy located in the home-school’s hand-book.

Upon a written request from a parent or guardian (students emails or phone calls will not be accepted), Berks Online Learning and the school district may excuse a student’s absence from school for the following reasons:

1. Student illness

- Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness.
- The parent/guardian should email the doctors' notes to Berks Online Learning. bolinfo@berksiu.org
- Doctor's notes are valid for 10 days.

2. Medical appointment

3. Quarantine

4. Court appearance

5. Death in the family

- Note to BOL is required within 1 week of absence

6. Religious holidays (24 hr. advance notice is requested)

7. Educational tour/trip, such as junior/senior college tours (72 hr. advance notice is requested. A limit of 2 per year not to exceed 5 school days.)

Note: Excused absence requests will not be approved during the state testing window (PSSA/Keystone). Please check your child's local school district hand-book for these specific dates. Berks Online Learning will strictly adhere to these dates.

Excuse Notes for Absence

1. In order for an absence to be registered as excused, a parent or guardian must submit a written explanation to Berks Online Learning via email. (<mailto:bolinfo@berksiu.org>) Emails and phone calls from students **will not be** accepted.
2. Excuse notes must include the student's name, the date of the absence, and the reason for the absence. The parent or guardian has 3 calendar days from the date of absence to submit the excuse note to Berks Online Learning, except in case of a death in the family, where the notes must be received within 7 days of the student's absence.

Unexcused Absences

1. If Berks Online Learning does not receive an excuse within three days of absence, the absence will be recorded as an unexcused absence and the school district will be notified.

No Internet Access or Power Outage or School-Issued Computer Technical Issues

1. Students who are unable to log into school or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. There will be a 2 day grace period if documentation is provided by parent/guardian.

2. If the student does not have a back-up plan and cannot go to the library, the parent/guardian must notify Berks Online Learning via email. (<mailto:bolinfo@berksiu.org>)

3. **Computers issued by Berks Online Learning:** Students who are unable to login to their online classes due to computer technical issues and who do not contact Berks Online Learning for Technical Support within 24 hours will be considered unexcused. It is the parent/guardian's responsibility to notify and request computer support from Berks Online Learning. Every effort will be made to provide students with a loaner laptop within a reasonable amount of time. *This does not apply to equipment NOT issued by Berks Online Learning, such as personal or home computers.*

4. **Personal or home computers:** Parents/guardians are responsible for ensuring that non-Berks Online Learning computers are maintained and available for use by students. In the case of a malfunctioning computer, the parent/guardian is responsible for notifying Berks Online Learning via email (bolinfo@berksiu.org) or a phone call (610-898-8950). A grace period of 2 days will be granted. After 2 days the student must use alternate means, such as the local library to continue school work. Any absence without a note from parent/guardian will be considered unexcused.

Weather Related:

Weather related issues such as snow storms, hurricanes or any other severe weather that impedes students access to the internet will be considered excused if parent/guardian provides Berks Online Learning with a note and documentation via email within 1 week of the event. A phone call by parent/guardian will be accepted until access to the internet has been restored.

Testing Attendance Policy

Depending on grade level, BOL students are required to participate in district mandated testing. (Example: PSSA – Keystones – etc.) Families are required to contact and respond to local school districts notification of testing windows. It is the family's obligation to locate and adhere to the dates of the testing windows, in the local school district handbook.

Please note that Berks Online Learning (BOL) reserves the right to modify this attendance policy pursuant to changes in the home school district's attendance polices, changes made by the Pennsylvania Department of Education and changes in policies and procedures by BOL or the Berks County Intermediate Unit.