

Recently Approved Attendance Policies

Kuumba Academy

Kuumba maintains a strict attendance policy that adheres to students' best interests as well as the law.

As a qualification for promotion to the next grade level in grades K-5, students must be in attendance 90% of the school year. In accordance with State law, parents must provide a dated and signed excuse stating the reason for any absence. The excuse must be submitted no later than two days after the student returns to school. A student who arrives to school after 9:15 a.m. is considered absent for the full day. A student is considered late if he/she arrives after 8:00 a.m. If a student has three (3) unexcused tardiness, that equates to one (1) unexcused day absent. Hence, in accordance with legislation adopted by the Wilmington City Council (1999), eighteen (18) or more days absent during the year shall result in a truancy report being made to the Division of Family Services by the Dean Student Services. Students have the right to make up assignments missed during any excused absence. Parents and students have the right to review school policies which clearly define what is considered an excused absence, an unexcused absence, and tardiness. Parents and students also have the right to appeal a decision concerning whether an absence is excused or unexcused.

Tardiness: When a child reports late, they must obtain a late slip from the front desk (whether he/she is arriving to school late or has arrived to school early but is late getting to the classroom). The front desk receptionist or designee shall be responsible for recording the student's name, date, time, and reason for tardiness in a Late Slip Record Book designed for that purpose. After recording the information, the receptionist shall give the student the copy of that slip to give to the teacher. The Front desk will keep a copy of the late slip. Students *arriving to school* after 8:00 must provide the receptionist with a written note from the parent stating the reason the student is late or "absent". Once the note is received the student will be given a late slip to be admitted to the classroom. If a student does not have an acceptable reason for be in tardy, he/she will be marked unexcused tardy.

Arrival after 9:15 a.m.: Students arriving after 9:15 a.m. are considered and remain marked as "absent" for the full day. Parents should make every effort to have their children well rested, fed and in school on time daily.

Absences: Students who are absent must return to school with a note from a parent/guardian. A student absent for three or more days **due to illness** must have a signed excuse from their doctor upon returning to school. Students who are absent or sent home because they contracted a communicable disease such as impetigo, pinkeye, head lice, ringworm, chicken pox, etc. must be seen by a physician and provide a doctor's note indicating they can return to school. The secretary or designee shall give all parents notes or doctors excuses to the School Nurse. Notes that state long-term absences from school, *i.e.* vacation, extended family trip, are

not counted as excused; hence, parents are encouraged to plan voluntary, non-emergency extended absences around the school calendar. Acceptable absences, such as death in family, hospitalizations, family emergency shall require a written and signed note from the doctor or agency indicating the date(s) of absences. The School Nurse will determine if an absence or lateness is excused or unexcused.

Early Dismissal: in the event your child has a medical or other appointment which requires an early dismissal (being picked up prior to the 3:30 p.m. scheduled dismissal time), please write a note and give to the front desk receptionist stating the reason and time for the early dismissal. All early dismissals will be made at the front lobby, not from the classroom. When you come to pick up your child the lobby secretary will ensure he/she arrives to the lobby to meet you.

RIGHTS

Students have the right:

1. To receive school policies that clearly define absence, unexcused absence, and tardiness.
2. To appeal a decision concerning whether an absence is excused or unexcused.
3. To make up assignments missed during any excused absences.

RESPONSIBILITIES

Students have the responsibility:

1. To attend all classes daily and on time.
2. To provide the school with a written excuse from parents/guardians explaining the reason for an absence upon return to school.
3. To request the make-up assignments from their teachers upon return to school and to complete the work within the length of time specified in the District attendance regulations.

**From the Disciplinary Actions: Mid-Level Infractions List:*

ATTENDANCE ISSUES: Student as unexcused absences and/tardies

State Code: S0022

K-6

First Offense (1 Day)

- Parent/guardian notification
- Complete missed assignments
-

Second Offense (3 day)

- Parent/guardian notification
- Complete missed assignments
- Written notification
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Subsequent Offenses (5 day)

- Parent/guardian notification
- Written notification
- Parent Conference (Mandatory)
- Complete missed assignments
- Attendance Contract

Additional Options

- Family Crisis Therapist Referral
- Referral to School Climate Committee
- ***Referral to Truancy Family Court after 10 days)**

Newark Charter School

ABSENTEEISM/ATTENDANCE

Forming responsible habits regarding attendance and promptness is important. Parents are expected to support the goal of punctuality by having their children arrive on time, remain in school for the full day, and schedule appointments after school hours. A parental written note of explanation must be presented no later than the 3rd

1. Illness of child – a physician's note may be requested. day after an absence in order for that absence to be excused. All written notes must have a parent signature. Notes may be faxed, handwritten, or emailed. The following is a list of reasons for an excused absence:
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, psychologist.
3. Contagious disease within the home of a student.
4. Death in the family or of a close friend.
5. Legal business.
6. Observance of a religious holiday.
7. Remedial health treatment.
8. Emergency situations as determined by the school director.
9. Suspension from school.

Following such an excused absence, the student shall be allowed to make up all work missed, to take tests which were missed and to submit any assignments which became due during the absence. The time allowed for taking tests or turning in assignments shall be twice the number of school days or number of class meetings missed due to the absence. A teacher may extend the time for making up work missed if circumstances of the situation merit such action.

Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Vacations and other activities should be scheduled outside of the academic calendar. Parents should not expect teachers to pre-assign work and/or lesson plans that will be covered during a student's absence. General topics missed may be given before a pre-planned absence. Parents are encourage to refer to the teacher's schoolnotes page (www.schoolnotes.com) for more detailed information. While an unexcused absence may result in a failing grade for all assignments due or tests missed, other

instructional materials or assignments missed during the absence may be obtained at the initiation of the student and at the discretion of the teacher. In order to be compliant with Delaware Code, these requirements apply at Newark Charter School:

- 1) Following the **5th day** of unexcused absence, the school shall immediately notify the parent(s)/guardian(s) through written notification mailed to the residence.
- 2) Following the **10th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone call to appear at the school for a conference with the School Director.

At this meeting, the School Director will meet with the student and parents and make a ruling from among the following options:

- 1) Allow credit for the school work missed.
- 2) Require a make-up course in summer school (60 hours) to receive credit. (Grades 3-8)

- 3) Following the **20th day** of unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear at the school for a Review Board hearing.

At this hearing, the Review Board will make a ruling regarding permanent dismissal from the school.

- 4) Following the **30th day** of unexcused absence, the school shall refer the case for prosecution. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, the school shall immediately notify the Department of services for Children, Youth and Families requesting intervention services by the Department. The Department shall contact the family within ten (10) business days.

- 5) Following the **15th day** of excused and/or unexcused absence, the student's parent(s)/guardian(s) shall be notified by mail. The Office of the School Director will call a parent/guardian of the student in question and may require the parent/guardian to appear at the school for a conference. At this meeting, the School Director will make a ruling from among the following options:

- 1) Allow credit for the school work missed.
- 2) Require a make-up course in summer school (60 hours) to receive credit. (Grades 3-8)

- 6) Following the **30th day** of excused or unexcused absence, the school will reserve the right to determine promotion to the next grade level.

The Delaware MET

Attendance is compulsory for those between the ages of 5 and 16. The district shall comply with all attendance laws and regulations of the state.

Students must attend school each day it is in session. The following conditions only will result in an excused absence:

- Illness of the student
- Medical diagnosis and/or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day in the locality or three days if outside the state. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
- Legal business requiring the student's presence
- Suspension or expulsion from school
- Observance of religious holidays
- Approved college visits during the junior or senior year
- Authorized school-sponsored activities

Absences for any other reason shall be considered unexcused. Students who are absent for three days or more without a legal excuse shall be considered truant. A referral shall be made to the visiting teacher/social worker who shall take appropriate action.

No student under the age of 18 may withdraw from school unless his/her parent/guardian signs a formal withdraw form. The visiting teacher/social worker shall use whatever resources are available to assist and encourage the student to complete his/her education. The Superintendent or designee shall develop specific procedures for tracking attendance and for referral and intervention in cases of violation of school attendance law.

PREARRANGED ABSENCE

A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the principal. The absence should be prearranged by writing the principal, giving the full particulars of the absence. Approval for such absences should be sought, where practicable, at least two (2) weeks prior to the date on which the absence is to occur. Upon the development of a plan by student and teacher for making up the assignments to be missed, the principal may then define the absence as excused. Prearranged absences will not be approved during the DCAS, PSAT, AP exams, midterm exams, and final exams.

Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the principal or his/her designee. The student is then responsible for completing the sign-out procedure before

leaving the building and must present the required parental note of explanation upon his/her return to school.

LONG TERM LEAVE

For high school students on a block schedule (9th – 12th) who relocate out of state for any time longer than a 5 school day vacation, the parent/guardian must provide documentation that the student has relocated out of state and the student must be withdrawn. The parent/guardian must re-enroll the student in the District once the family returns to the area. The school cannot ensure that the student will be able to be placed back in the original classroom.

DEPLOYMENT RELATED ABSENCES

The Delaware MET will grant up to five days excused absences for military-connected students whose immediate family member is experiencing a deployment. The conditions under which the school may approve excused absences are: (1) the absence is preapproved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the allotted time period; and (5) the absence is not during standardized testing dates.

MOT Charter

Parents of MOT Charter School students are expected to support the school's mission by ensuring that their children arrive at school on time, remain in school for a full day, and minimize the number of days the student is absent from school. Certainly, there are times when absences and tardies are unavoidable. However, parents are encouraged to schedule vacations and appointments for non-school time.

Any student who is enrolled but who fails to attend school on the first two days of the school year without written documentation from the parents will forfeit enrollment and the opening will immediately be filled from the waiting list.

Absences

If your child has been absent, you must send a written note or an email to Mrs. Kelly, Cissy.Kelly@mot.k12.de.us. The written note or email must be received in the office on the day the student returns to school. Please note, because of the school's obligations to the state, we must have a written note or email even if a telephone call has been made to or from the school. **If a note or email is not presented upon the student's return, the absence will be considered unexcused.** Whenever possible, formal documentation from a doctor's office, courthouse, or other official that details the date of absence, reason for the absence, time of the appointment, and signature of the health care professional, or other official should be presented to explain the absence. However, the school will accept up to five parent notes excusing a student for absences or tardies. In order for additional absences to be considered excused absences, the parent must provide formal documentation from the legal entity or health care professional that is written on official letterhead with the student's name, date/time of appointment, and signature of an official. Only the following will be accepted as valid reasons for excused absences or tardies:

1. Illness of student. The school will require doctor's validation for absences over three consecutive days or for any single day once a student has accumulated 5 absences due to illness.
2. Contagious disease within the student's home.
3. Death in the student's family.
4. Legal business that must be scheduled during school time that is verified by a court order, summons, or other formal documentation.
5. Observance of religious holidays.
6. Remedial health treatment that must be scheduled during school time, verified by a doctor's note or receipt.
7. Medical or health appointments that must be scheduled during school time, verified by a doctor's note or receipt.
8. Emergency situations as determined by the Head of School.
9. Participation in school sponsored academic or athletic events.
10. Pre-approved family obligations in accordance with the provision below.

Family Obligations

The school strongly encourages families to schedule family vacations so as to not conflict with the school's published calendar. However, we recognize that there are times when a student must be absent from school due to family/work obligations. Therefore, one time each year, the Principal may approve a one- time absence of up to five days. In order to have an absence excused as a family obligation, the **parent must submit a written request to the Principal 30 days prior to the anticipated absence**. In excusing absences for family obligations, the student's past and current attendance, academic status, and the timing of the absence will be considered. Absences that exceed 5 days will not be excused.

Missed Work

When a student is absent from school, it is up to the student and the parent to request information regarding missed tests or assignments. All work a student misses due to any absence is marked as "incomplete" and receives a "zero" grade, unless made up in accordance with the policy below.

Excused Absences

If a student misses work due to an excused absence, it is the student's responsibility to request from the teacher missed assignments and materials. The student will have additional time equal to the number of days missed to complete assignments missed or due during the absence. Work may be completed prior to the absence. If the student misses a test on the day of absence, the student will take the test on the day the student returns. If a student misses multiple days, including review and test preparation, the student will have additional time to prepare. Appropriate grades will replace the zeroes for each assignment originally missed. Work not completed in a timely fashion will receive a zero.

Unexcused Absences

Students may not receive credit for class work or homework missed due to an unexcused absence. However, students are advised to complete work missed during an unexcused absence as MOT Charter's curriculum is cumulative and missed information will likely impact future assignments and assessments. Tests missed during an unexcused absence must be

taken the day the student returns to school. If a student's absence, excused or unexcused, affects a group project or presentation, the student may be required to complete an alternate assignment. The following procedures will be followed when a student accumulates the specified number of unexcused absences. If at any time you feel our records are not accurate, please contact Mrs. Harrigan:

- 3 unexcused absences--a courtesy notice will be sent to the student's parent/guardian detailing the absences.
- 5 unexcused absences--a second notice will be sent and the Principal will request a meeting with the student and the student's parents.
- 7 unexcused absences—the Principal will meet with the student and the student's parents to establish an attendance contract.
- 10 unexcused absences--The Head of School will meet with the student and the student's parents and may take any one or more of the following actions:
 - o Refer student to truancy court.
 - o Require summer school.
 - o Revoke enrollment.
 - o Assess an incomplete in the subject matter(s) until work is made up.
 - o Retain the student.

The State of Delaware imposes mandatory school attendance requirements for all public school students. When a student accumulates excessive unexcused absences, the School must refer it for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families.

Late Arrivals and Early Dismissals

A student who is late or leaves early misses valuable instructional time, creates a disturbance to the classroom, and demonstrates an unacceptable level of respect for the school.

- Tardiness. Instruction at MOT Charter begins promptly at 8:25 a.m. Any student arriving at school after 8:25 a.m. is tardy and must report to the front office before proceeding to the classroom. Parents must park and sign the late student in at the front office. The student will be issued a pass to present to the teacher.

- Early Dismissal. Students requesting an early dismissal must provide a letter signed by their parent/guardian stating the time and reason for the early dismissal. This letter must be presented to the front office by 9:30 a.m. Unless it is an emergency, **early pickup of students must be completed by 3:15 p.m.** Parents must come into the office, sign their student out and wait in the office while the child is called from his/her classroom.

If a student misses a portion of the school day they will be charged as follows:

- o 1-4 hours will be equal to 1 tardy or early dismissal.
- o More than 4 hours will be considered a full day of absence.

The school will send a courtesy notice to the parents when a child has accumulated 4 unexcused tardies and/or early dismissals. The school will request a meeting when a child has

accumulated 8 unexcused tardies and/or early dismissals. *The student may be referred to truancy court for excessive unexcused absences, tardies and/or early dismissals.*