



# ATTENDANCE AND TRUANCY POLICY

## **POLICY #206**

UPDATED 9/24/2020

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

Only the following will be accepted as valid reasons for **excused absences** or tardiness:

1. Illness of the student – a physician's note will be required.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited to, a physician, dentist, orthodontist, or psychologist (verified by a doctor's note).
3. Contagious diseases within the home of the student subject to regulations of the Division of Public Health and the Department of Health and Social Services.
4. Death in the family or of a close friend (verified by a funeral or death announcement).
5. Legal business requiring the student's presence.
6. Observance of religious holidays.
7. Remedial health treatment (verified by a doctor's note).
8. Absence, pre-approved by the administration, to participate in other educational experiences or authorized school activities.
9. Emergency situations as determined by the administration.
10. Suspension or expulsion from school.

A parental written note of explanation must be presented in order for any absence to be excused. All written notes must have a parent signature and must be received within three days of return to school. Notes may be faxed, handwritten, or emailed with a scanned signature. When applicable, 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 need to be presented to explain the absence.

Absences for any other reason shall be considered unexcused.

If a student is absent for more than 50% of his or her total day's classes, the student may not participate in any school-sponsored after-school activities, except when excused by a building administrator or designee based upon documentation of a medical appointment or court date.

In order to be compliant with Delaware Code, these requirements apply at Freire Charter School Wilmington and include:

1. Following the **10th day of unexcused absence**, the school shall immediately notify the parent(s)/guardian(s) via phone call and mail.
2. Following the **15th day of unexcused absence**, the student's parent(s)/guardian(s) shall be notified by mail to appear at the school within 10 days of notification for a conference and counseling.

3. Following the **20th day of unexcused absence**, the school shall refer the case for prosecution at Magistrate Court. Following the completion of prosecution of the case and the subsequent failure of the student to return to school within five school days thereof, Freire shall immediately notify the Department of Services for Children, Youth, and Their Families requesting intervention services by the Department. The Department shall contact the family within 10 business days.
4. At the **30th day of excused or unexcused absence**, the school reserves the right to determine the student's status and deny course credit.

#### VIRTUAL LEARNING ATTENDANCE

Attendance is still equally important to your child's learning and required by law during periods of virtual learning as it is for in-person instruction. The School will take attendance on all virtual learning days, and School policies regarding absences continue to apply to missed days of virtual instruction.

During virtual learning, students must attend their synchronous classes in order to be counted as present for the day. Submission of daily assignments may be credited as attendance at the discretion of School administration.