



### BOARD POLICY 206A: STUDENT ATTENDANCE

Amended on: 9/24/2020, 6/20/2024, 2/12/2026

#### STUDENT ATTENDANCE

The State of Delaware imposes mandatory school attendance requirements for all public-school students. When a student accumulates excessive unexcused absences, Freire Charter School Wilmington 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 **18th 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 **20th day of excused or unexcused absence**, the school reserves the right to determine the student's status and deny course credit.

## MISSED WORK & MAKE-UP PROCEDURES

### HOW DO I MAKE UP WORK AFTER I HAVE BEEN ABSENT?

It is the responsibility of a student who has been absent to obtain missed work, homework, and assignments from the teachers.

### PRE-ARRANGED ABSENCES

If a student knows ahead of time they will be absent or miss a class, they should make every effort to collect work from their teachers the day before and/or contact teachers or classmates about missed assignments before they return to school.

### UNEXPECTED ABSENCES

- **Missed homework/class work policy:** Students who are absent must make up missed homework/class work assignments as soon as possible. The number of days a student is absent is equal to the number of days a student has to make up an assignment.
- **Missed quizzes/tests:** Students who are absent (excused or unexcused) on the day of a test or quiz will be expected to take the test or quiz on the day that they return to school, unless other arrangements have been made with their teachers. It is the student's responsibility to make an appointment with a teacher to make up this missed test or quiz. Students who miss this make-up appointment will not be eligible to receive credit for this test or quiz.
- **Missed project/papers:** At a teacher's discretion, papers and other assignments that students knew about before being absent are due upon the student's return, or by email.

## LATENESS

A student is considered late if they are not present in their first period classroom by the official start of the school day, which is at 8AM. Lateness can lead to serious consequences, including the following:

- Students will not be permitted into the building after 9:15 AM. Students who attempt to enter the building at 9:16 AM or later will be sent home. A school administrator will contact the parent to confirm whether the parent will pick up the student or if the student has permission to leave on their own.
- Students will only be permitted into the building after 9:15 AM with a note on letterhead from a doctor, dentist, mental health professional, court, or other legal office documenting an in-person appointment. Parents may either bring the child to school and deliver the note to the front desk or email the note to the front desk prior to the child's arrival at [frontdesk@freirewilmington.org](mailto:frontdesk@freirewilmington.org). If the school does not receive documentation of an appointment by the time the student arrives after 9:15, the student will be sent home.
- Being late to school (unexcused) may prohibit students from retaking assessments, attending field trips and events, and/or participating in student privileges.
- Repeated unnecessary lateness may result in disciplinary or other corrective action at the discretion of school administration.