

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: June 25, 2020</b>
<b>Board Policy: JE</b> <b>Page 1 of 3</b>	<b>Next Review: June 25, 2023</b>

## **STUDENT ATTENDANCE**

The laws regarding school attendance in Delaware are contained in the Delaware Code, Chapter 14, Section 27. This policy supplements State law and is specific to the Lake Forest School District.

### **Attendance Incentives**

Each elementary, middle, and high school, will develop attendance incentives to recognize and reward students for attendance rates of 95% or higher on a marking period or yearly basis.

### **Student Attendance Accounting**

Each Building Administrator will ensure that a centralized daily record of attendance, including absences, tardiness, and early dismissals, is kept for all students enrolled in the school. All teachers will keep official records of attendance for their assigned students.

### **Types of Absences**

1. Excused absences – Absences will be considered excused for the following reasons:
  - a. Health
    - i. Student or family member illness
      1. Up to ten (10) total days with parents/guardians notes
      2. After ten (10) total days physician notes are required
    - ii. Medical or dental appointment, with physician’s note
    - iii. Quarantine, with physician’s note
  - b. Death in the immediate family, including grandparents (maximum five (5) school days per incident)
  - c. Religious holidays
  - d. Court appearances
  - e. Serious family emergency (at the Building Administrator’s discretion)
  - f. Events and activities, with prior approval of the Building Administrator
  - g. Suspension/Expulsion
2. Unexcused absences – Absences will be considered unexcused for any reason not listed above.

### **K-12 Practice**

District Administration and staff place the highest emphasis on time in the academic learning environment. All students are expected to attend school each day. At the beginning of the school year, each school will provide in writing the school day start, mid-point and end times. This information should be given to parents/guardians, posted in the school’s office and on the school’s web page.

1. Tardiness
  - a. After the first 15 minutes each tardiness will be calculated as an absence using the quarter day method. A student may miss 0.25, 0.50 (midpoint), 0.75, or a full school day, based on a full school day.
  - b. Students who report to school without a note are considered unexcused tardy.
  - c. When students accumulate eight (8) unexcused tardies, they will meet with the Building Administrator or designee.
  - d. Any student that is not in their class when the bell sounds, will be marked as tardy.

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: June 25, 2020</b>
<b>Board Policy: JE</b> <b>Page 2 of 3</b>	<b>Next Review: June 25, 2023</b>

## 2. Early Dismissal

- a. Parents/Guardians must come into the school's main office to sign out students when a student does not have a prior parents/guardians note that has been approved by the Attendance Clerk. All persons picking up students must provide valid photo identification.
- b. Early dismissals must be accompanied by a note from a parent/guardians or physician.
- c. Early dismissals beyond 15 minutes will be calculated as an absence using the quarter day method. A student may miss 0.25, 0.50 (midpoint), 0.75, or a full school day, based on a full school day.

## 3. Absences

- a. Excused absences – Notes are to be presented to the school office or the student's teacher within three (3) school days of the absence.
- b. Students are expected to complete any work that is missed because of absence.
- c. After twenty (20) days of cumulative absences, the school will notify the parents/guardians that the student may be retained in the current grade due to attendance. The decision regarding promotion or retention will be made by the Building Administrator based on an evaluation of the student's final grades, state test scores, attendance record, and other pertinent information. Parents/Guardians may appeal to the Superintendent if they disagree with the Building Administrator's decision.
- d. Athletes participating in Delaware Interscholastic Athletic Association (DIAA) events, a half-day absence is any arrival after the mid-point of the school day or any dismissal before the mid-point of the school day. Students who miss a full day of school or more than a half-day of school may participate in practice or games if the absence is due to a funeral, college visitation, court, medical appointment, religious reasons, or any absence due to any reasons approved by the Building Administrator or designee.

## 4. Appeals

- a. Each building will establish an Attendance Committee that will consist of a minimum of three (3) individuals – a Building Administrator or designee, the Supervisor of Student Services or Visiting Teacher, and one (1) other member of the school staff.
- b. Appeals will be approved at the discretion of the Attendance Committee. Deadlines for appeals are ten (10) school days after the end of marking periods. Parents/Guardians wishing to request an appeal must do so in writing to the Building Administrator and include the specific dates that are being appealed.

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: June 25, 2020</b>
<b>Board Policy: JE</b> <b>Page 3 of 3</b>	<b>Next Review: June 25, 2023</b>

### **Truancy Referral Procedures**

The State of Delaware defines truant as a student who has been absent from school without valid excuse for more than three (3) school days during a school year. More information on truancy can be found here: <http://delcode.delaware.gov/title14/c027/sc02/index.shtml>.

1. When a student accumulates five (5), seven (7), ten (10), fifteen (15) and twenty (20) unexcused absences, the school will notify the student's parents/guardians by letter.
2. Students will be referred to the Administrator or designee after fifteen (15) cumulative days of absence.
3. After twenty (20) cumulative days of absence, the school will notify the parents/guardians that the student may be retained in the current grade due to attendance.
4. For students in credit earning courses after twenty (20) cumulative days of absence for a full year course or ten (10) days of cumulative absence for half year courses, the school will notify the parents/guardians that the student may not receive course credit.
5. Students who are chronically truant or absent may be referred to Truancy Court.