

## **201: Attendance Policy**

### **I. Purpose:**

Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send the child to school. Attendance standards are applicable to all students enrolled in the School. School attendance is mandated by State law and regulations of the State Board of Education. The Attendance Policy of the Board of Directors establishes specific regulations related to attendance.

### **II. Definitions:**

- a. **Excused Absence:** An excused absence is missing school with a valid reason (listed in section III.) and for which the proper documentation has been submitted.
- b. **Unexcused Absence:** An unexcused absence is missing school without a valid reason, for a reason not listed as valid, or for which the proper documentation was not submitted.
- c. **Tardiness to School:** Tardiness to school is arriving to school after 8:00 a.m.
- d. **Early Dismissal from School:** Early dismissal from school is considered leaving school prior to 3:20 p.m.

### **III. Policy Statement:**

Providence Creek Academy (PCA) monitors the attendance of all students enrolled. The School is responsible for reporting violations of the attendance laws of the State. The School may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code.

- a. Students are expected to be in attendance for the entire school day. The school day begins at 8:00 a.m. and concludes at 3:30 p.m.
  - i. Instruction begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. Administration may extend this time on specific days due to extenuating circumstances (e.g., traffic, extreme weather).
    - The adult who brings the student to school must accompany him/her to the main office (or alternative location designated by the Head of School or designee) and sign the student in before he/she proceeds to class. The student will receive a tardy slip that must be given to the teacher upon arrival to class.
  - ii. School supervision is not provided for students arriving before 7:40 a.m., unless the student is in the café for breakfast beginning at 7:30 a.m.
  - iii. Scheduled dismissal time is 3:30 p.m. Student dismissal prior to 3:20 p.m.

is considered early dismissal.

- The adult who picks up the student for early dismissal must be authorized by parent/guardian and report to the main office with identification to sign the student out.
    - Students will not be dismissed for early dismissal after 3 p.m. unless due to extenuating circumstances.
  - Students are permitted to return to school if picked up during the school day and time permits.
- iv. School supervision is not provided for students after 3:45p.m., unless the student is registered for aftercare, athletics, or other PCA afterschool activity.
- b. The following are considered valid reasons for an absence (including tardiness or early dismissal) to be considered Excused:
- i. Illness of the student
  - ii. Mental or behavioral health needs of the student
  - iii. Medical appointments for the student
  - iv. Treatment of the student's medical conditions, including surgery, out-patient services, or in-patient services (including placement at alternate residential facilities)
  - v. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
  - vi. Death of relatives or close friends, including attendance at funerals/memorial services
  - vii. Legal business, including court proceedings, requiring the student's presence
  - viii. Observance of religious holidays
  - ix. Activities related to parent/guardian deployment in accordance with the Interstate Military Compact (no more than five (5) days)
  - x. High school visits (no more than three (3) days)
  - xi. Pre-approved\* educational trips or civic engagements (no more than five (5) days)
  - xii. Authorized school-sponsored activities
  - xiii. Suspension or expulsion from school
  - xiv. Circumstances specifically and directly related to homelessness or foster care

*Absences due to extenuating circumstances may be excused at the discretion of administration.*

It is requested that appointments be scheduled when school is not in session; when not possible, please have your child attend for at least part of the school day.

- c. Written documentation is required to confirm valid excused absences
- i. Must be submitted electronically (e.g., email) or legible note to the main office and must include:
    - Student's name
    - Date(s) of absence

- Reason for absence
    - Parent/guardian's name and signature or professional's name (e.g., doctor) and signature
      - Typed names in electronic communication suffice as a signature
- Parent/Guardian is responsible for submitting documentation within the first seven (7) school days of the student's return to school. An extension may be granted at the discretion of administration.
- ii. Parent/Guardian is permitted to excuse up to ten (10) school days per school year for valid reasons listed above by submitting a written/typed note signed by parent/guardian.
    - a. Parent/guardian notes cannot excuse more than three (3) consecutive school days. After three (3) consecutive school days, official documentation is required to excuse the absences. Absences beyond three (3) consecutive days without official documentation will be considered unexcused.
  - iii. Official documentation that may be accepted to excuse absences includes, not limited to: medical letter/note from medical agency, obituary or funeral program, court notice. The School may request additional documentation to verify valid reasons for excused absences.
  - iv. Absences without proper documentation or for reasons other than listed in section b. are classified as "unexcused."
    - a. Vacations should be scheduled when school is not in session.
- d. Educational Trip & Civic Engagements
- i. \* Parents/guardians must seek administrative approval to excuse absences for educational trips or civic engagements. Requests should include the full particulars of the educationally-relevant components of the activities the student will experience during the school day(s) that will be missed.
    - Requests must be submitted by writing to the main office at least ten (10) school days in advance of the intended absence.
    - School administration or designee will notify the parent/guardian of the approval and required documentation to submit upon return to excuse the absence.
    - Approval to excuse of up to five (5) school days is based on the educational relevance described and the student's attendance record at the time of the request.
- e. Missed Assignments
- i. Following a valid excused absence, the student will 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. Following an excused absence from school or class, the time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of

class meetings missed due to the absence. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The responsibility for initiating make-up work and turning in assignments rests with the student.

- ii. A student whose absence is unexcused shall receive no credit for assignments missed or tests given during the period of the unexcused absence unless otherwise permitted by the teacher. While an unexcused absence may result in no credit for assignments or tests missed, students may request assignments from their teacher at the initiation of the student. If the teacher provides assignments after an unexcused absence, the time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.

f. Attendance Action:

- i. Providence Creek Academy will take action regarding absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution associated with Truancy.
- ii. A student with multiple tardies or early dismissals may be required to make-up the time at school in a fee-based self-study after school program. The parent/guardian will be expected to provide transportation.
- iii. A student who has missed more than 15 school days may be required to attend a fee-based summer program. The parent/guardian will be expected to provide transportation to the summer program.
- iv. Providence Creek Academy reserves the right to retain a student who has missed more than 15 school days.

g. Attendance Support:

- i. Providence Creek Academy offers support to promote student attendance, including resources for social, emotional, and behavioral wellness. Parents/guardians and students can request support and/or resources by contacting the main office or administration.
- ii. Parent/guardian participation in team meetings to discuss and promote student attendance may be required. Student participation may also be requested.
- iii. Teachers are discouraged from scheduling major grading events (e.g., tests, quizzes, presentations) on religious holidays.

IV. Related Policies:

- b. 213 Truancy Policy

V. Related Procedures and Documents:

- a. Title 14 Chapter 27 Subchapter I School Attendance:  
<http://delcode.delaware.gov/title14/c027/sc01/index.shtml>
- b. Title 14 Chapter 27 Subchapter II Truancy:  
<http://delcode.delaware.gov/title14/c027/sc02/index.shtml>
- c. Title 14 Section 600 Subsection 615 School Attendance:  
<https://regulations.delaware.gov/AdminCode/title14/600/615.pdf>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS AUGUST 16, 2005

APPROVED BY THE BOARD OF DIRECTORS SEPTEMBER 27, 2018

REVISED AND APPROVED BY THE BOARD OF DIRECTORS JULY 23, 2019

REVISED AND APPROVED BY THE BOARD OF DIRECTORS JULY 29, 2024