



Appoquinimink School District

THE WORLD IS OUR CAMPUS

Policy Number: 6102

Policy Title: ATTENDANCE

Date Adopted: 9/11/07

Date Revised:

Date scheduled for review: 2012

Scope: This policy applies to all families with children enrolled in the Appoquinimink School District, to all members of the general public, and to all school district employees.

Purpose: To establish compulsory attendance regulations.

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
- A pre-approved family vacation beyond the student's control - not to exceed five (5) consecutive school days

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 DSTP, 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 students who relocate out of state for any time longer than a five (5) 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.