

<b>Policy Number - 6102</b>		
<b>Policy Title - Attendance</b>		
<b>Date Adopted: 9/11/07</b>	<b>Date Revised: 9/5/07</b>	<b>Date scheduled for review: 2012</b>
<b>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.</b>		
<b>Purpose – To establish compulsory attendance regulations.</b>		

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 if 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

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 attendance officer who shall take appropriate action.

No student under the age of 18 may withdraw from school unless his/her parent/guardian signs a formal withdrawal form. The attendance officer 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.

#### LONG TERM EXCUSAL

The Appoquinimink School District will follow the procedures relating to the issuance of a long term excusal which have been established by the Delaware Department of Public Instruction as set forth in "A Guide to the Administration of the School Attendance Program".

The Department of Public Instruction guidelines for a long-term excusal are set forth below in their entirety:

"Each case of a child under the age of sixteen must be reviewed by the Chief School Officer or his designated representative prior to September 1 of the school year after the pupil is excused from school. If a pupil is excused for medical or psychiatric reasons, a recommendation must be obtained from the attending specialist which would include the probable date of return to school.

The same procedure is to be followed with every pupil until he/she reaches age sixteen.

In reviewing the case, if it is determined that the child must remain out of school for part or all of the forthcoming school year, a new permit must be issued with copies sent to all indicated recipients.

This form is to be used, and appropriate authorities notified, in the event of a local district's suspension or expulsion of a child regardless of age." (Form in Superintendent's office.)