

STUDENT ABSENCES AND EXCUSES

- I. The Caesar Rodney School District Board of Education recognizes that the Code of Delaware requires that every person having control of a child between the ages of five (5) and sixteen (16) shall send such child to school each day that school is in session. The Code further acknowledges that there are instances when a child's absence is not an illegal act by either the child or the person in control of the child. However, it is clearly the expectation of the State of Delaware that children enrolled in school shall be in regular attendance.

The Board expects those in control of students enrolled in the Caesar Rodney Schools to be responsible for regular and punctual patterns of attendance and such is expected of all enrolled students.

The Board recognizes that under certain conditions, absence from school attendance is necessary or appropriate.

The Superintendent of Schools is charged with maintaining a comprehensive system of attendance records. Classroom teachers and building principals are to maintain an accurate record of student attendance, absence and tardiness.

The Board classifies absence from school as either "*excused*" or "*unexcused*".

Students who are absent from school or a class are responsible for schoolwork missed during their absence. Building principals shall, in cooperation with classroom teachers, establish the procedures for makeup work and shall communicate such procedures to parents in the school parent/student handbook or its equivalent.

It is the student's responsibility to take advantage of opportunities provided by the teacher to make up work. The student's grades could reflect failure to make up schoolwork missed as a result of an absence. It is the responsibility of the person in control of a child to send a note to the school no later than three (3) days following the student's return from an absence describing the reason which caused the student to be absent. A signed note (up to seven (7) per semester or fourteen (14) per school year will be accepted as evidence for excused absence reasons.

EXCUSED ABSENCES INCLUDE THE FOLLOWING:

- absence associated with student illness;
- absence associated with a family emergency;
- absence associated with a mental health concern;
- absence associated with a religious holiday;
- absence associated with a subpoenaed court appearance;
- absence associated with an appointment for treatment by a doctor or dentist, providing evidence of such is provided;

- absence associated with other reasons pre-approved by the principal;
- absence associated with suspension.

UNEXCUSED ABSENCES INCLUDE THE FOLLOWING:

- absence for which no written note (up to seven (7)) per semester or fourteen (14) per school year) was provided by the person in control of the student;
- absence not considered excused.

Students who are absent from school or a class for an unexcused reason are subject to appropriate disciplinary action.

II. Special Circumstances for High School Students

High school students are required to be in four (4) periods per school day in order to be counted as present for the school day.

High school students absent due to school-sponsored activities are not counted as absent from school or classes. Time spent with Counselors, Nurse/Wellness Office, or with Administrators will not be counted toward the total number of absences if the student had a scheduled appointment or was called out of class. All other absences will count toward the total number of absences.

Principals shall establish procedures for informing teachers of students absent from class but not absent from school because the student is engaged in a school activity. Principals and teachers shall establish procedures for such students to follow to make up missed schoolwork.

When an eighteen (18) year old declares independence, the high school principal shall forward a copy of the declaration to the parent/guardian or person who was in control of the student prior to reaching age eighteen (18) and provide an explanation as to why the adult will no longer be provided information about the student.

Adopted: date of manual adoption

Revised: August 2024

CROSS REFS.: IKA, Grading/Assessment System

JID, Students of Legal Age LEGAL REFS.: 14 Del. C. §2702 & 2706

Caesar Rodney School District, Wyoming, Delaware