

## **Attendance Policy during Remote and Hybrid Learning**

This policy will be posted on the Caesar Rodney School District website and serves as an addendum in the Caesar Rodney School District Student/Parent Handbook to be adhered to during Remote and Hybrid Learning.

**RESPONSIBILITIES:** It will be the shared responsibilities of students, parents and school staff to ensure students are in attendance during remote and hybrid learning.

- A. Students are responsible for attending class everyday school is in session whether it is remote or hybrid. Student attendance will be recorded by the teacher for students attending hybrid or remote instruction via contact with the teacher, electronic learning platform attendance records, and exit tickets. Students without access to electronic learning formats will be given individualized learning plans to be monitored by the school's administrator or administrator designee.
- B. Parents are asked to contact your child's attendance clerk for special excusals for tardiness or lateness.
- C. Parents having individual concerns with the district's attendance policy can contact their child's principal.

### Half Days

Half day learning will be remote instruction.

### Absences and Excuses

The Code of Delaware requires that every person having control of a child between the ages of five and sixteen 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. When appropriate, the District will schedule a hearing for parents/guardians of students in grades K-12 to determine if school absences are excessive and if parents/guardians are in violation of compulsory school attendance laws. High School students are subject to the CRHS attendance hearing procedures. The Board of Education 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. These same guidelines will also be expected during remote and hybrid instruction with some flexibility.

The Board of Education 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 school work missed during their absence. Building principals shall, in cooperation with classroom teachers, establish the procedures for make-up work and shall communicate such procedures to parents in the school’s 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 school work 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 on the first day of return from an absence describing the reason which caused the student to be absent. These notes can be sent via email to the student’s attendance clerk.

Excused Absences include the following:

- Absence associated with student illness;
- Absence associated with a family emergency;
- 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 provided evidence of such is provided;
- Absence associated with other reasons pre-approved by the principal;
- Absence associated with suspension

Unexcused Absences include, but are not limited to, the following:

- Absences for which no written note was provided by the person in control of the student;
- Absences not considered excused

#### Special Circumstances for High School Students

High school students are required to attend class regularly in order to receive academic credit for a course. Students who are absent more than 10 class periods for a semester course and more than 20 for a year course WILL NOT receive academic credit. Through an appeal process, however, Students who have DOCUMENTED, long term medical reason excuses may be granted additional absences before

being denied academic credit. This is not to be interpreted that a student has 10 or 20 absences plus absences due to a medical reason.

High School students' absences due to school sponsored activities are not counted as absences from school or classes. Time spent with guidance counselors 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. Time spent in nurse's office; however will count toward the number of absences. All other absences will count toward the total number of absences.

#### Special Circumstances for High School Students

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 school work.

When an 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 18 and provide an explanation as to why the adult will no longer be provided information about the student.

#### Tardiness

The term "tardy" will be defined as being late to school, class (including remote instruction) or an activity, with or without permission of parent/guardian or school personnel. The principal, in consultation with staff, will establish a specific building definition of what constitutes "being late to school, class or activity." All teachers will inform their respective classes of the building's definition of "being late to school, class or an activity." The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer those students to the principal, who in the teacher's judgment, are not making progress toward correcting the problem.

Excessive tardiness, specifically lateness to school, shall be referred to the attention of the Superintendent just as excessive absence is reported.

#### Truancy

A student will be considered truant if the student:

- Fails to arrive at school when directed to attend by the person in control of the student;
- Leaves school property without permission of the principal or designee; or

- is present on the school property but not present at the place of class assigned.

A student who is truant will be disciplined by the principal as appropriate to the circumstance associated with the truancy.

A student with more than three (3) days of absence due to truancy in a given school year (which includes any mandatory summer school or remote learning) will be considered a chronic truant. Students who leave school property without permission or who do not report to assigned areas or class three times in a given school year shall also be considered a chronic truant.

A student who is a chronic truant may be referred to the Superintendent or designee. Students who reach the age of 16 may be recommended for expulsion from school. A student expelled for truancy may re-enter school the following school year, but re-entry will be on a probationary basis. If such a student again is classified a chronic truant, per the description of the policy, the student shall be dropped from the attendance roll of the school.

In combating truancy, school officials shall attempt to involve other state agencies as they work to eliminate truancy as a cause for a student being absent from school.

Note: In addition to school disciplinary action for truancy, students may be referred to truancy court. Students may be referred to truancy court after (4) four unexcused absences from school.