

PCA understands the importance of ensuring all students attend school regularly. For that reason, and in accordance with [Del. C. Title 14, Ch. 27](#), stating that a child between the ages of 5 and 16 who are absent for more than 3 days of school are truant, the following provisions shall be applicable in regard to PCA minimum mandatory attendance requirements in each school year for children in grades K through 8.

School Day (8:00 a.m. - 3:30 p.m.)

1. Instruction begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. If a student arrives at school after 8:10 a.m. they must report to the office for a tardy slip before going to class.
2. The adult who brings the student to school must accompany him/her to the main office and sign the student in before he/she proceeds to class. The student will receive a tardy slip before entering class.
3. School supervision is not provided for students arriving before 7:45 a.m.
4. Breakfast is served beginning at 7:30 a.m.
5. Students may enter the classroom at 7:45 a.m.
6. The adult who picks up the student for early dismissal must report to the main office to sign him/her out. Please remember excuse note upon return to school.
7. Scheduled dismissal time is 3:30 p.m.
8. Students must be picked up on time. Realizing unforeseen circumstances arise the school will send students who remain at school beyond dismissal time to After School Care. If late pick-up becomes routine parents will be charged accordingly.

The following conditions only will result in an excused absence or an approved day from school:

- a. Illness of the student with signature of the parent/guardian indicating dates of absence, for no more than 10 days of school unless the absence covered under section (b.) below or;
- b. Long-term absences for:
 - I. Medical diagnosis and/or treatment where a student has been placed on homebound instruction.
 - II. Treatment of medical conditions that do not allow for homebound instruction with a signed doctor's note indicating dates of treatment.
 - III. Death in the immediate family; funerals of other relatives or close friends

- with signature indicating dates of absence, not to exceed five days
- IV. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services.
 - V. Legal business requiring the student's presence
 - VI. Suspension or expulsion from school
 - VII. Observance of religious holidays
 - VIII. Approved college visits
 - IX. Approved educational trips
 - X. Authorized school-sponsored activities
 - XI. Placement at an alternate residential facility with a letter with signature indicating dates of service
 - XII. In accordance with the [Interstate Military Compact](#), students who are out of school as a result of a parent's active deployment that have a signed parent and/or guardian note indicating dates of absence(s) with Head of School's signature as an assurance
 - XIII. Students who are out of school for reasons specifically and directly related to homelessness that have a signed note from the Homeless Liaison indicating dates of absence(s)
 - XIV. Students who are out of school for reasons specifically and directly related to foster care that have a signed note from the Foster Care Liaison that includes the dates of the absences.
 - XV. Students who are out of school for scheduled court appearance(s) that have Court-issued documentation indicating date(s) of appearance(s).

Any absence lasting three (3) or more consecutive days requires a medical note unless otherwise approved by administration.

Students will be required to present a note for the date(s) absent within two days of returning to school unless as specified above. Excuse notes will not be accepted after the second day without permission from the principal or head of school.

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.

Parents will be notified via letter on the 10th excuse note that a doctor's note will be required for additional absences to be marked as unexcused if section (b.) above has not been satisfied.

All other absences not noted in section (a.) or (b.) will be deemed as “unexcused” absences.

Process of unexcused absences:

1. Following the third (3rd) day of unexcused absence, a letter will be sent home notifying parents of the attendance record.
2. Following the fifth (5th) day of unexcused absence, a letter will be sent home notifying parents of the attendance record.
3. Following the tenth day of unexcused absence by a student for illness, the school shall notify the parent or parents or guardian to schedule a meeting to create a truancy elimination plan.
4. A school employee shall visit the student's home to arrange a meeting should the school not be able to contact the parent;
5. If contacted by the school pursuant to number on (a.) of this section, each parent or guardian of a student shall sign a contract with the PCA agreeing they will make every reasonable effort to:
 - i. Have their child or children abide by the school code of conduct;
 - ii. Make certain their child attends school regularly; and
 - iii. Provide a note from a medical provider for all subsequent days when the child was absent.
6. Following the fifteenth day of unexcused absence by a student for illness as identified in item I, the student's parent or parents or guardian shall be notified by certified mail to appear at the school within 10 days of notification for a conference and counseling;
7. Following the twentieth day of unexcused absence by a student, the school shall refer the case for prosecution.

A student enrolled in grades K through 8 inclusive is considered truant if such a student has been absent from school without valid excuse, as defined in Rules and Regulations of the State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year. The School will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution. A Parent/guardian who is determined to violate the State’s compulsory school attendance laws is subject to penalties as described by State law:

Parents

First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both

A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.

Students

Penalties may include community service, counseling, curfew, suspension or revocation of driver's permit or hunting license, prohibition of participation in extracurricular activities or school social events or recommendation that the student enroll in an alternative school.

Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from school by the Board of Directors.

The school, in administering the State policy, defines the most commonly used attendance terms as follows: