

SMYRNA SCHOOL DISTRICT

POLICY

Section:	5000 Students	Office Responsible:	Special Services
Policy:	5112: School Attendance		
Related Policies:	N/A	Admin Procedures	N/A

I. Purpose

To establish student attendance policies in accordance with Delaware State Law.

II. Authority

Delaware Code, Title 14 § 2729, 2730

III. Definitions

School Attendance Law: According to 14 Delaware C, 2729 and 2730, “Truancy” or “Truant” shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days or the equivalent thereof, without a valid excuse during a given school year.

Absence: A student must attend school a minimum of five (5) hours to be credited for a full day of attendance. A student must attend a minimum of two and one-half hours to be credited for one-half day. Two half days will equal a whole.

Early Dismissal: All early dismissals will require a written request from the parent or guardian. Requests will not be granted over the telephone. Persons having legal custody of the student may present themselves at the student’s school office to sign an early dismissal.

Excused Absence: An excused absence is an absence covered under the nine (9) necessary and legal absences. A signed note from the parent or guardian stating the reason for the absence and the date will be required.

1. Illness of the child, attested to by a physician, if necessary
2. The presence of contagious disease at the child’s home subject to regulations of the Department of Health and Social Services
3. Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student’s home.
4. Legal business
5. Suspensions or expulsion from school for misconduct

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6. Remedial health treatment (includes student pregnancy)
7. Prearranged Administrative Excuses with documented parental knowledge: college visit, participation in other educational experiences, family activities/trips, absences of one day for personal reasons
8. Emergency situations as determined by the school principal
9. Religious holidays

Homebound: Instruction furnished by the school district outside of the traditional school day when the student is unable to attend school in a traditional format due to medical, psychiatric, or approved school reason. Documentation for medical or psychiatric need must be provided in accordance with district procedure.

Medical Professional Note: Note from a medical professional excusing a student from school for a medical reason.

Parent Note: Note written by the parent/guardian for an illness not rising to the level of outside medical intervention. Parent/guardian can provide notes for medical illness for up to 10 days of school (Smyrna High School five (5) notes for a semester long course and ten (10) notes for a full year course).

Religious Holiday: A student shall be excused for religious holidays when the school district receives a student's parent, guardian, or relative caregiver's signed, written excuse. Refer to the state list of recognized holidays.

School Suspension: Out-of-School suspension is considered an excused absence.

Student Attendance Review Board: Each school in the district will establish a "Student Attendance Review Board". The purpose of the Review Board will be to determine the cause of the student's excessive absence and evaluate possible alternative educational services. The Review Board will consist of a minimum of three (3) persons: one building administrator, one guidance counselor (if available), one staff person, and the school nurse. Other staff may be added at the discretion of the Review Board. This Review Board may meet when deemed necessary.

Tardy: A late arrival after school's official starting time.

Truancy: Any unexcused absence will be regarded as an incident of truancy.

Unexcused Absence: An absence for a reason other than the nine valid reasons listed above, or an absence with no note. Unexcused absences may result in no credit awarded for the missed schoolwork. Three such unexcused absences could result in truancy charges being placed against parent/guardian(s) as provided for in the Delaware Code.

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IV. Policy Statement

The Board of Education requires that school-aged children enrolled in the schools of the Smyrna School District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

School Board Policy stipulates that no more than 24 days of school may be missed during a school year whether excused or unexcused. Students in grades K-12 may be retained or receive no credit in their courses/subjects (24 days per on year course, 12 days per semester course). Your student may be at risk for retention if they have met or have exceeded the 24-day limit of excused and unexcused absences.

It is the expectation of the Smyrna School District that all children shall attend school in accord with the provisions of the general laws regarding compulsory school attendance and the policy of the Smyrna School District.

**Italics indicate Delaware Regulation Administrative Code Title 14 wording.*

Board Approval Acknowledged by:



Kristi Pelezo, President
Smyrna School District Board of Education

Policy Actions

Adopted: 10/20/1982

Revised: 6/14/2023