

W.B. Simpson Elementary



Attendance Interventions

Number of Days Absent	Unexcused Absences	Cumulative Absences
3	letter	-----
4	Phone call from office staff	
5	letter	-----
6	Phone call from office staff	
7	letter	-----
9	Phone call from office staff	
10	Attendance Committee Review	
	letter	letter

At ten total absences the attendance committee will review each individual case and make a recommendation. Those recommendations may include:

1. Referral to court
2. Medical excuses needed for absences
3. Parent/teacher conference
4. Ancillary services
5. Continue to monitor absences

STUDENT ABSENCES

After an absence, a student must submit a **written excuse within one day** to his/her teacher. The excuse must include the **student's name, parent's name, daytime phone number, date of absence, the reason for the absence, and a parent signature**. If a student fails to bring a note from home within one week of the absence, the absence will be marked as unexcused.

The school will determine whether the absence is "excused" or "unexcused" as permitted by state law and school regulations. **The following are the only reasons that the state of Delaware accepts for an absence to be excused:**

1. Student illness, attested, if necessary, by physician's note
2. Family emergency
3. Religious holiday
4. Death of a family member
5. Legal business
6. Appointments for treatment by a doctor or dentist, attested, by a note from medical provider
7. Pre-arranged absences or other emergencies, as approved or determined by the administration

A child is considered **truant** if **absent from school without a valid excuse for more than three days, if the individual is absent intermittently, or if the child is continually late to school without reason**. Parents or guardians who allow their children to be truant will be referred to the visiting teacher for court action. **Students are responsible for making up any/all work missed following an absence.**

LATE TO SCHOOL

Students who report to school or their classroom after 8:35 a.m. are considered late. A student who reports to school after 8:35 a.m. **must** report to the main office. The student **must be accompanied by a parent/guardian**. Traffic and/or car trouble are considered an unexcused tardy. The attendance clerk will give the student a pass to class.

EARLY DISMISSALS

Whenever a child must be dismissed early, or in a manner different from the usual, the child must have **prior written parental permission**. **The permission slip must include a daytime parental telephone number and the reason for the early dismissal**. The note must be given to the teacher no later than on the morning of the early dismissal. For safety, parents need to park in the parking lot and come into the office when picking up children and to avoid the bus loading area. All students leaving school early **must be signed out** in the main office. Failure to follow the above procedures will result in an unexcused class absence and disciplinary action.

PRE-ARRANGED ABSENCES

Family trips and attendance at special activities can be classified as "excused" absences if the proper procedure is followed. Forms are available in the main office and on the school's website for a "Family Trip." The forms must be signed by the student's teacher and a parent or guardian and must be returned two days (48 hours) prior to leaving school for approval by the principal. Parents/guardians will be notified of any request that is not approved as an excused absence.

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Tardy/Early Dismissal Interventions

Number of Days Absent	Cumulative Tardies/Early Dismissals
3	letter
5	Phone call from office staff
7	Attendance Committee Review
	letter

At ten total absences the attendance committee will review each individual case and make a recommendation. Those recommendations may include:

1. Medical excuses needed for tardies/early dismissals
2. Parent/teacher conference
3. Ancillary services
4. Continue to monitor absences/tardies/early dismissals
5. Referral to Visiting Teacher