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## **ACADEMIA ANTONIA ALONSO CHARTER SCHOOL**

### **Attendance Policy**

#### **General Rules.**

Delaware Code (Title 14, Chapter 27) states that every student who is enrolled in a public school shall attend the school each day of the minimum school term and any academic improvement activities as required by law. A student who has been absent from school without a valid excuse for more than 3 school days in a school year is a truant. A truant and the parent of a truant are subject to the administrative procedures and court proceedings as set out in the Code.

The following attendance rules and procedures apply for all methods of learning: “in person”, remote, hybrid (combination of in person and remote).

#### **Tuancy Prevention.**

It’s LA ACADEMIA belief that students achieve academic success through consistent attendance, engagement in daily coursework and on-going communication with teachers. In order for a student to learn expected skills, it is important they develop a positive and responsible approach to study habits through regular school attendance. Failing to make adequate progress in courses are often a direct result of unexcused partial days of absences. Preventing truancy issues is important to LA ACADEMIA and requires the effort of many people. Parents are responsible for ensuring students attend school work and activities. Students are responsible to complete daily coursework with the guidance of teachers and parents. LA ACADEMIA’s Visiting Teacher is responsible for enforcing, tracking and reporting attendance, as well as developing an Attendance Intervention Plan to aid families in complying with public school regulations. Attendance is taken on each school calendar day.

#### **Excuse and Unexcused Absences.**

The student will receive an **EXCUSED** absence when:

- Observance of a Religious Holiday bona fide. Parents must submit written request for the excusal prior to the absence.
- Medical or Dental Appointments. Whenever possible, schedule medical and dental appointments before or after school. Parents must submit written request for the excusal prior to the absence. Except in the case of an emergency.
- Illness or Injury. An absence resulting from illness or injury, which prevents the student from being physically able to attend. Any student missing more than three (3) consecutive school days requires a note from a physician.
- Death in the Immediate Family. An absence resulting from the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.
- Court or Administrative Proceedings. An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or is under subpoena, provided satisfactory evidence or documentation is submitted to LA ACADEMIA's Administration within three (3) days of such absence.

**Excused Absences and Making up Schoolwork.** Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the school. Work missed because of absence must be made up within the timeline set forth by the course teacher. Any work not completed within this period shall result in no credit for the missed assignment.

In the case of an extended illness or other extenuating circumstances, the parent must contact LA ACADEMIA's Executive Director.

The following reasons for absences are **ILLEGAL and UNEXCUSED** in accordance with this Policy:

- Vacation / Travel
- Lack of transportation

- Trips not approved in advance
- Birthday or other celebration
- Sleeping in
- Family visiting
- Family activities

## **Truancy Process.**

### **Unexcused Absent (“UA”)**

- **First 4 (UA)** = Following each of the first four (4), Homeroom Teacher will contact parent of legal guardian. All parent/teacher communications regarding unexcused absent will be recorded by the child’s Homeroom Teacher in Data Service Center.
- **5<sup>th</sup> (UA)** = Visiting Teacher sends system generated truancy warning letter to parent/guardian. Visiting teacher may visit student’s home.
- **6<sup>th</sup> (UA)** = Visiting Teacher schedules a meeting with parent/guardian to review and sign an Attendance Intervention Plan (“AIP”). Parents/Guardians must meet with Visiting Teacher and Dean of Student Support Services within five (5) school days of contact for conference and counseling and to sign the AIP.
- **7<sup>th</sup>-10<sup>th</sup> (UA)** = At the discretion of the Visiting Teacher, both Visiting Teacher and Executive Director meet with parents/guardians to discuss violation of the Attendance Policy and AIP and possible referral of the case to court for prosecution.
- *Continuing absences may promote School to consider contacting the Delaware Division of Family Services (DFS) for intervention and support. DFS contacts the family within ten (10) business days of receiving a referral.*

## **School Arrival.**

School Time Period: 8:15 a.m. to 3:30 p.m.

Car Line begins at 8:15 a.m. and ends at 8:40 a.m.

Breakfast is served at 8:40 a.m.

Students arriving after 8:40 a.m. are officially late. Late students shall follow these proceedings:

- Parents must walk student(s) into school through the Main Office and sign student(s) in. In addition, parents shall speak to the Visiting Teacher or the Executive Director, only when the Visiting Teacher is absent or not available.
- Parents with excused reason for late arrival must in addition, present the excuse note or relevant document.
- Under any circumstances, parents shall drop off student(s) and drive off. This constitute safety negligence and will not be tolerated by school officials.

*Parents/guardians are advised that for the purpose of this policy, three (3) unexcused tardiness will constitute one unexcused absence.*

### **School Dismissal / Transportation.**

School pick-up begins at 3:15 p.m.

Parents who pick-up students after 3:50 will be charged \$1.00 per minute.

Due to safety and security reasons, NO PHONE REQUESTS for change bus stop or buses will be accepted.

ALL changes to student's transportation shall be submitted by noon in writing by the parents to: [aaa.transportation@academia.k12.de.us](mailto:aaa.transportation@academia.k12.de.us). Frequent transportation changes may create scheduling and safety issues that will require parent's conferences with school officials.

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### **Attendance in distance learning mode.**

We are aware that all family and student circumstances may vary, especially during these unprecedented circumstances. Students' team is available to ensure the success of the students during this time.

Delaware Code (Title 14, Chapter 27) stated that all students in grades K-12 must attend school or are in violation of state attendance law. Accordingly, parents are required to supervise daily school attendance to avoid truancy issues.

Attendance involves daily log-in to the Digital Platforms/Learning Portal. Attendance will be measured by the full day. Under the supervision of their parents, students must engage with LA ACADEMIA's Digital Platforms/Learning Portal to PARTICIPATE, COMPLETE and/or SUBMIT assignments as outlined in the student's course calendar.

- **Participation** will be measured by students' log in zoom meetings as scheduled by teachers and supporting personnel.
- **Completion** will be measured by students' engagement in the following Platforms: Imagine Learning Language and Literacy, Imagine Math, Imagine Español and Imagine Reading, when applicable.
- **Submission** will be measured by students' work and submission of core courses activities and assignments on Wonders, Maravillas and Mis Matemáticas.

Other evidence of attendance may be measured in at least one of the following ways (including, but not limited to):

- Google "check in" forms;
- Participation in an online discussion (zoom);
- Assignments submitted due on that day;
- Class participation during a scheduled class time;
- Google Form or other form of requesting receipt of assignment or instructions, of watching zoom meetings recordings, etc.;
- Questions to answer on Google Classroom;
- Student participation during scheduled supporting mandatory services;
  - RTI and SPED students MUST participate in zoom meetings as scheduled.
- Communication with the teacher: Phone calls/ Email/ Class Dojo/ in office hours via zoom.

Attendance in our Digital Platforms/Learning Portal is defined as evidence of “engaging with the assigned material” at least one time per day.

It is expected that parents shall, to the maximum extent possible, ensure that the student participates in the distance learning program. **Although attendance will be measured daily in one of the methods previously mentioned, parents have to be aware that students’ academic performance, promotion and retention will be determined by their engagement in all Digital Platforms/Learning Portal as determined by teachers.** If a student will not be able to participate in any learning activities that day, a parent **MUST** communicate (phone, email, class dojo and zoom) the student’s Homeroom Teacher.

In addition to the abovementioned policies for excused and unexcused absences, during the distance learning method,

The student will receive an **UNEXCUSED** absence when:

- a student does not participate in any part of the learning activities for the day,
- or has not checked in with the teacher, and
- when the student’s parent does not contact the teacher.

Any day that the student has not logged into the Digital Platforms/Learning Portal that is not determined to be legal or excused will be considered as an unexcused/illegal absence.

Should you have any questions about this policy, please feel free to reach out to the student’s homeroom teacher/ co-teacher or the Visiting Teacher.