

Delaware Valley School District Attendance Policy

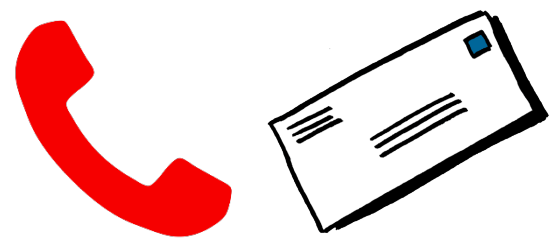


DDPS recognizes that attendance is an important factor in a student's educational success. While we understand that it might not be possible for every student to obtain perfect attendance, our goal is to minimize the number of absences and ensure that any absence is appropriately documented. All absences are determined to be either excused or unexcused based on District Policy. Following is an explanation of the Delaware Valley School District Policy on attendance and the procedure in place to ensure compliance with state Compulsory Education laws.

If your child is absent:

- Please provide a parent note or doctors note upon their return. You have **ten** days from the point of return to submit a note. Either email Donna Frable at dfable@dvsd.org or send in note with your child.
- Parents can excuse an absence without a doctors note for the first ten days that the child is absent provided the child is sick. Absences due to a death in the family will also be excused with a note from a parent.
- Once a student is absent for 10 days, any further absences will require a doctor's note in order to be excused.
- To request an excused absence due to an educational trip, please submit the required form which is available in the office. Educational trips must be submitted two weeks prior to the trip and may not be in excess of 5 days. Total absences including excused, unexcused and educational trips may not total more than 10.

NOTIFICATION FROM SCHOOL



You will receive notification from the school in the following manner:

- If your child was absent today, you will receive a phone call reminding you to send in a note.
- If your child has 3 UNEXCUSED absences, you will receive a phone call and/or a letter.
- IF your child has 6 UNEXCUSED absences, you will receive a phone call and/or a letter scheduling a Student Attendance Improvement Plan (SAIP) meeting with the **School Counselor, Mrs. Batista**.
- If your child has 10 days total absences (both excused and unexcused combined), you will receive a letter stating that any further absences MUST have a doctor's note. At this point, no educational trips will be excused.
- PLEASE REMEMBER: notes must be submitted within 10 days of the child's return to school.

Examples:

- Johnny was out sick for 4 days and provided a doctor's note to excuse the absence. Johnny was absent for 2 days because he missed the bus and had no way to get to school (those are unexcused absences). Johnny's family is taking an educational trip to Disneyland for 5 days and has submitted the required paperwork. 4 of the 5 days that he will be in Disney will be excused and the 5th day will be unexcused. Any further absences will require a doctor's note in order to be excused.
- Susie was absent stayed home from school for 2 days because she wasn't feeling well, but Mom did not feel it was necessary to take her to the doctor. Mom sent a note in explaining that Susie was sick (this is an excused absence).
- Billy was absent for 10 days due to illness. 6 of those days were excused with a doctor's note. Mom sent a note for the other 4 days. On the 11th absence, Mom did not take Billy to the doctor and sent a note saying that he was sick. THIS IS AN UNEXCUSED ABSENCE because once Billy exceeded the 10 days total absences, a doctor's note is required for any further absences to be excused.
- Mary was absent on a day in which the school called a 2 hour delay due to weather conditions. Mary's mom could not get to the bus and didn't send Mary to school. This is an unexcused, full day absence because school was in session that day and Mary did not attend.