



Policy for Unit Count and Re-entry

The purpose of this policy is to outline the Unit Count and Re-entry processes for students at Great Oaks Charter School - Wilmington.

Overview

Families who wish for their student(s) to attend Great Oaks Charter School must first complete an application and be enrolled. The student's attendance during the State of Delaware's designated "Unit Count" window confirms the student's enrollment and active participation in school programming. If the student does not attend school at Great Oaks Charter School during the Unit Count window, they will not be counted as a Great Oaks student in the State of Delaware unit count. If a student who was not counted then wishes to re-enroll at Great Oaks, they must follow the Great Oaks Re-Entry Procedure outlined in this document in order to be re-enrolled.

Definition of Terms

Attendance Codes

In eSchoolPlus, teachers can change the following codes: Present, Absent Unexcused, Tardy to Class, and Unexcused Tardy to Class Excused.

ESchoolPlus Code	Description	Meaning....	Counts as....
(blank)	Present	Student Attended HR/Class	Present
AE	Absent Excused	Student was absent but presented a valid excuse in accordance with the Code of Conduct.	Absent
AU	Absent Unexcused	Student was absent without a valid code.	Absent
TE	Tardy Excused	Student was tardy but presented a valid excuse.	Tardy (Present)
TU	Tardy Unexcused	Student was tardy without a valid excuse	Tardy (Present)
AUL	Student was tardy to school, unexcused- used for the period student arrives, all periods before are AU	Student was tardy to school, unexcused (secondary schools)	Tardy (Present)
AEL	Student was tardy to school, excused- used for the period student arrives, all periods before are AE	Student was tardy to school but excused (secondary schools)	Tardy (Present)
ENC	Excused Non-Chargeable	Student in participating in a school function within building (make-up testing, nurse's office, driver's ed).	Present



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BL	Bus Late	Student was late to school as the result of a late arriving bus	Present
ED	Early Dismissal	Student was dismissed early with proper authorization and documentation has been retained on file.	Present
FT	Field Trip	At school-sponsored field trip	Present
SO	Suspension Out-of-School	Out-of-School suspension or approved extended suspension (not special education)	Absent
SI	Suspension In-School	In-school suspension	Present
HB	Supportive Instruction (Homebound)	Supportive Instruction students with authorization from Special Services on file OR Extended Suspension authorized.	Present
OA* Secondary schools have specific course/sections listed below	Outside Agency	Outside Agency student with verification on file	Present
RE	Return from Early Dismissal	Student was returned to school after an early dismissal	Present

Reasons for excused absences/tardies

The following are valid reasons for excused absences/tardies (codes AE, TE providing parent note and other noted documentation is provided):

- Illness of the child, supported by physician's note if necessary:
- Contagious disease
- Death - immediate family or grandparents - time out of school not to exceed one week. Funerals of other relatives not to exceed one day. Copy of obituary is required if during the last five days of the month of September.
- Legal business (i.e. court hearings, etc.) - Court documents required ● Suspension or expulsion from school (code SO may apply)
- Religious holidays

“Do Not Include” Students – Low Show/No Show

eSchool student records that are marked “Do Not Include” are students who have been absent unexcused since the first day of school or most of the last 10 days of the count (9/17-9/30) and who lack sufficient data to withdraw.

Using the Low Show/Now Show report in eSchool, Great Oaks staff will make every effort to follow-up on an actual school of enrollment for students who do not attend at least one day. Additionally, school referrals and school and district interventions should be entered in the Truancy Tracker and referred to the Dean of Students. Some Low Show/No Show students may be eligible to be included in the unit count if homebound, outside agency or other acceptable documentation is provided.



Last 10 days

The last 10 student or school days are the most critical period of attendance during the Enrollment and Unit Count Reporting process. Attendance reporting for this period carries special documentation and reporting requirements, are the most critical days for accurate attendance reporting, and are the days most closely examined by state auditors. The last of the ten days is typically ten days prior to September 30th of any given year.

Fleeting and momentary

"Fleeting and momentary" refers to sporadic and inconsistent attendance to school or class during the last 10 days of the unit count. Inconsistent attendance may be due to truancy, class or homeroom cutting, or other such circumstances. Special attention must be directed to assuring that documentation exists to validate that each student that fits into this category was educationally served. Accurate classroom attendance reporting and other documentation (e.g. examples of student work) is critical in providing this type of evidence. If these students are to be withdrawn due to lack of documentation to support their attendance, they must be reported to the Unit Count Coordinator.

Special Programs and Situations

Special education students

Special education students require additional important documentation. The Dean of Student Supports (DSS) is the staff member overseeing this area. Please work closely with the DSS to assure all required documentation is accurate and complete.

Supportive Instruction (Homebound)

Supportive instruction is approved for medical reasons (regular or special education students) or extended periods of absence (special education students only). These students receive an attendance code of HB. A teacher must be assigned and services must be delivered. Documentation for approval for supportive instruction for each student that qualifies must be included in the Unit Count audit file.

Extended suspension

Students who are absent from school due to extended suspension (beyond the maximum days, as per the School's Student Code of Conduct) *must* have the appropriate approval documentation for each student that qualifies in the Unit Count audit files. These students should continue to be marked SO - Suspended Out during the extended suspension. Extended suspension authorization may only be approved by the Office of Operations.

EXCEPTION: Special education extended suspensions MAY ONLY BE approved by the Dean of Student Supports.

Alternative program placements

Students who are enrolled in an outside alternative program will be counted by the regular school.

Before a student is re-entered into the regular school setting, a transition conference is required, along with the development of a transition plan.

Outside agencies

Students receiving educational services via outside agencies (such as treatment centers, detention centers, etc.) may or



may not be eligible to be counted in Great Oaks. The documentation required in order to count any such student is a signed "Agency Enrollment Verification Form" stating the student will return on or before September 30th. Such form(s) must be included in the audit files for each student that qualifies. These students should be tagged and coded by the Operation Department in ESchool. **Students who do not have confirmation of return on or before September 30th will be marked as "DO NOT COUNT". Students may re-enroll at Great Oaks Charter School pending available space and a transition meeting with the development of a transition plan.**

NOTE: while awaiting verification, mark these students Absent Unexcused. After verification, you can go back and change the code in ESchool.

The Last 10 Days

The Dates

The Last 10 Days for the Unit Count begins nine school days before September 30th. Students to be counted must have attended at least two of the last ten school days.

Special documentation for high absence students

For all students absent five or more of the "last ten days," the following documentation must be kept in a special back-up file (not in the audit file): Period attendance record for class listed on the student's schedule (showing classroom attendance for the last 10 days). There should also be work samples completed by the student during the last 10 days (Students' full name and date must be on the sample) (Samples must be dated 9/17-9/30). **Students in this category without support documentation should not be counted, and therefore, must be withdrawn. The names of "Do Not Count" students must be forwarded to the Unit Count Coordinator. Students may re-enroll at Great Oaks Charter School pending available space and a transition meeting with the development of a transition plan.**

Re-entry Policy

Transition Planning Meeting

Prior to re-enrollment in Great Oaks Charter School and/or return from an alternative placement, a student and parent must participate in a **transition meeting** in order to develop a **transition support plan (TSP)** for the student. At least 3 days prior to discharge, placement location and/or student and parent notify Great Oaks Charter School's Dean of Student Supports of the student's intent to return in order to facilitate scheduling a transition meeting.

Upon notification of a student's intent to return, the Dean of Student Supports will notify staff of the student's intent to return and schedule a transition team meeting. The transition team may include the following school staff members: School Principal and/or Assistant Principal, Dean of Student Supports, Dean of Students, Guidance Counselor, LCSW and/or counselor. The transition team must include the parent and student. The transition team should include a staff member from the Outside Agency.

What to Expect at a Transition Team Meeting

- Review student's individual circumstances



- Determine schedule needed for student's successful return, including but not limited to:
 - # of successful half days required
 - # of check ins with support staff per week
 - Dean of Students
 - Guidance Counselor and/or Licensed Master Social Worker
 - Special Education Staff, when appropriate
 - # of days of required office hours attendance per week
 - Follow up parent meetings required
 - Behavior Contract
 - Time period of attendance at an off-site learning pod*
- Develop a Transition Support Plan (TSP)

**See description of Learning Pod Partnerships below*

Notification of Updated Enrollment Status & Re-Entry

The Dean of Student Supports will submit the TSP for re-entry and/or re-enrollment to the Executive Director. Upon review of the TSP, and in the case of re-enrollment review of available space, the Executive Director will notify the Dean of Student Supports of approval or decline of the TSP. In the event that a TSP is declined, the Dean of Student Supports will notify the family immediately in writing.

Upon approval from the Executive Director, the Dean of Student Supports will facilitate a staff planning meeting with the grade team and other student support members. This may include teachers of the student and school principal(s) to determine what work, if any, is needed to complete in order to keep the student up to date with academics. This may include missed objectives and may not be specific to grades. The Dean of Student Supports will then meet with the transition team in order to integrate the academic plan into the TSP.