

## DMS ATTENDANCE POLICY

### **Attendance Procedure:**

Parents are to telephone the school by 9:00 a.m. the day of absence or send a signed note the first day the student returns to school. Physician statements and other necessary documentation are to be turned in within **five days** of returning to school in order for the day's absence to be certified. Students are required to complete final examinations on the days set by the school.

### **Make-up Work:**

The student shall be responsible for making arrangements with teachers for make-up work. A student will be given one day for each day absent to complete all make-up work, unless given an extension of time by the teacher concerned. Students participating in school sponsored field trips will have all work completed on their return to school the following day. Requests for homework need to go through the office after a student has been absent for three (3) consecutive days.

### **Absences:**

Parents or legal guardians are responsible that their student is in school daily. State statute requires parents to take responsibility for their child's attendance. Students are required to be in attendance every day unless the appropriate certification for excuse is submitted. Students must accept the responsibility of attending school and classes. Regular attendance and punctuality are expected and essential for success in school.

Any student absent for more than seven (7) days during any semester will be subject to school disciplinary procedures to make up the time missed. Students who have excessive absences as defined in this section will be subject to school discipline. Excessive absences are considered to be over seven (7) absences.

#### **Absences not counting toward the seven (7) day limit include (if properly certified):**

- 1) Documentation from a visit to a physician/dentist office or other medical facility or court appearance  
*(the note must be from the doctor or from court personnel.)*
- 2) Death in the family
- 3) A note from the parent/guardian stating the medical reason for the absence. NO MORE THAN 5 PER SEMESTER.\*\*
- 4) Page in the legislature
- 5) Natural causes such as snow, ice, fog, etc.
- 6) All school related activities
- 7) Out of school suspension

**\*\*A note from the parent/guardian stating the medical reason for the absence. The parent/guardian must call the school to verify the absence on the date of the absence, and the note must be sent with the student upon the student's return to school. Students may have no more than 5 excused absences with parent/guardian notes.**

All other absences shall count towards the seven (7) day limit. The principal or his designee will periodically review student attendance throughout the semester. Chronic medical concerns may be addressed at the time of the administrative review. A letter will be sent to the parent/guardian upon the seventh (7) uncertified absences. The principal or his designee will require students to make up time missed due to uncertified absences in the following manner:

- a) Sixth (6<sup>th</sup>) uncertified absence –warning Thursday School
- b) Eighth (8<sup>th</sup>) uncertified absence- Thursday School
- c) Tenth (10<sup>th</sup>) uncertified absence-Three (3) days of ISS and parent conference
- d) Twelfth (12<sup>th</sup>) uncertified absence-Three (3) days OSS/PASS and parent conference
- e) Fifteenth (15<sup>th</sup>) uncertified absence-Ten (10) days suspension and recommendation for expulsion. Juvenile probation may also be contacted at this time, or at a previous time.

### **Attendance Awards:**

#### Perfect Attendance:

A student shall be awarded a perfect attendance certificate if he/she is present every day of school, all day. Students who have perfect attendance per school year will receive a certificate. If the student has perfect attendance for three straight years, that student will receive a plaque.

#### Excellent Attendance:

To be eligible for an excellent attendance certificate at the end of the school year, a student shall meet the following criteria:

1. With the exception of those instances listed in number two below, the student shall have been present each school day. Tardies to school or early dismissals from school count against the awarding of an excellent attendance award.

2. The student may be absent from school for the following reasons and still retain qualification for receiving the award:
  - a. Doctor or dental appointments
  - b. Approved attendance at a funeral
  - c. Bus breakdown and natural causes such as snow, high water, fog, etc.
  - d. Work as a page in the State Legislature or Congress
  - e. School related activities such as field trips, etc.

**Tardy Policy:**

Tardy to School and/or class: Students are expected to get to class on time. Students more than 5 minutes late to class will be considered truant rather than tardy. Students who are tardy to school and/or class face the following discipline consequences per class period:

<b>1<sup>st</sup>, 2<sup>nd</sup>, &amp; 3<sup>rd</sup></b>	<b>Warning by teacher</b>
<b>4<sup>th</sup></b>	<b>Thursday School</b>
<b>5<sup>th</sup></b>	<b>Thursday School</b>
<b>6<sup>th</sup></b>	<b>One (1) day ISS/Parent Meeting</b>
<b>7<sup>th</sup></b>	<b>Two (2) days of ISS</b>
<b>8<sup>th</sup></b>	<b>Three (3) days ISS/Parent Meeting</b>
<b>10<sup>th</sup></b>	<b>Three (3) days PASS</b>
<b>12<sup>th</sup></b>	<b>Five (5) days PASS and Expulsion</b>

**\*\*\*TARDIES START OVER EACH SEMESTER\*\*\***

**EMERGENCY SCHOOL DISMISSAL**

**There may be instances, especially in the winter, when it is necessary to either begin school late or close school early or for an entire day. In the event of heavy snow, severe fog, etc., parents should listen to one of the following area radio stations: WMDH, WLBC FM, or WWDS. Announcement shall be made only when schools are closed, dismissing early, or beginning late. If there are no announcements, then school shall be in session as normal. Please do not call the school office or the radio station.**