

Dupont Manual Attendance Policy  
(SBDM Approved May 2005)

- Parent notes will only be accepted for a total of 5 days absences during the course of a semester. All absences from school beyond 5 must have official documentation from medical or legal personnel (doctor, dentist, attorney, court appearance, law enforcement, counselor).
- Students can accumulate up to 5 tardies to school during the course of a semester before being referred for disciplinary action (this coincides with tardy behavior to a class). Upon the 6<sup>th</sup> tardy to school during a semester, official documentation will be required to avoid disciplinary measures. Such documentation is a doctor's note, attorney/court note). ***Parent notes will not suffice to excuse the student from school discipline.***
- Students that arrive more than 30 minutes late to school, for any reason, will be assigned one hour of after-school detention upon arriving to school. This detention assignment can only be excused by official documentation (doctor's note, or the student's administrator of record). ***A parent note will not serve as an excuse for this disciplinary offense.***
- Excessive absence/tardy behavior: Upon accumulating 15 unexcused tardies, or 5 unexcused/undocumented absences during semester, the student will ***be placed on probationary status*** at the magnet school. The student may be withdrawn from Manual High School at the end of the school year because of excessive attendance problems.

**Note: All tardies and absences (excused or unexcused) will be reflected on the student report card. This is in accordance with the State Department of Education regulations regarding student attendance.**

Date of First Reading: May 4, 2005

Date of Second Reading: May 26, 2005

Date Adopted: May 26, 2005

Signature: Angela Parsons  
(SBDM Council Chairperson)