

SCHOOL BASED DECISION MAKING Policy Format

School: DuPont Manual High School/ YPAS

Subject of Policy: Attendance

Policy Statement:

Much of the success of duPont Manual High School comes from the emphasis on daily attendance. Attendance is perhaps the most critical factor in the student achievement in school. The following attendance policies are designed to encourage students to be in school every day they are able and emphasize the importance of parent or guardian communication with the school concerning student absences.

Regular attendance and punctuality are essential for college and career readiness. To preserve a safe environment, a legal guardian (or person(s) listed on enrollment card) is required to sign out a student. Picture identification is required for the person signing out the student. Students may not sign themselves out (all grades 9 – 12). Students **will not** be released by phone or fax as they are too difficult to authenticate.

ABSENCE

If a student is absent, the following is required

- Parent/Guardian **MUST** call the school before 9:00 a.m. on the day of absence. This phone call will not excuse the absence.

- Written notification must be received in order for the absence to be excused. Absence notes are to be turned in to the attendance office *immediately* upon your students return to school. Failure to present an acceptable note warrants an unexcused absence. The student has **three (3) consecutive** days to produce a valid absence note.

- After ten (10) parent notes of absenteeism and for each occurrence thereafter, a medical statement is required.

- Students who are absent will be excused for the following with valid documentation:
 1. Illness
 2. Death in the family
 3. Medical or dental appointments
 4. Personal legal matters
 5. Religious events
 6. Educational Enrichment
 7. Other exceptional reasons as pre approved by the principal, provided a written request is made at least five (5) school days in advance

- Students absent for any reason other than those reasons listed as excused absences will be considered as unexcused. Unexcused absences also include the following:
Absences prior to and following vacation, and holidays and official school professional-development days, for reasons other than illness or death in the family

Excessive absence/tardy behavior

- Upon accumulating fifteen (15) unexcused tardies or five (5) unexcused /undocumented absences during a 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.

Missed Class work and Instruction

- For excused absences and tardies, it is the students' responsibility to request all work that can be made up. Students will have the number of calendar days absent plus one (1) day to make up any work missed.
- For unexcused absences and tardies, missed work cannot be made up. Students are still responsible for the content covered during the absence.

TARDY TO OR FROM SCHOOL

- Early dismissals are considered tardies.

If a student is tardy to school, we require the following:

- The student must report to the attendance office to sign in immediately upon arrival.
- Students that sign in more than 30 minutes late to school will be assigned detention. This detention will not be assigned with official documentation (doctor, dental, License/permit or court notice, or the student's administrator of record). Parents accompanying their child to sign in will not receive a detention. However, the tardy will not be excused. *A parent note will not serve as an excuse for this disciplinary offense.*
- Students can accumulate up to three (3) unexcused tardies (this includes unexcused early release) during the course of a semester before disciplinary action is taken.
- Using the excuses "car trouble," "traffic," or "no parking," constitutes an unexcused tardy, since students have elected to provide their own transportation.

EARLY DISSMISSAL

- To be released early from school the student should report to the attendance office before first period and present a note from their parent/guardian with the student's name and grade, release time reason for leaving school, parent's/guardian's signature, and phone number where parent/guardian may be reached to verify the request.
- Failing to sign-out properly before leaving school grounds will result in disciplinary action.
- No student may be dismissed early without prior direct contact between the parent and school official (administrator or attendance office). If the note cannot be verified, the student will not be dismissed early.

College Visitation for Juniors and Seniors

- Students are encouraged to make college visits on days when school is not in session.
- Seniors are permitted three (3) excused college visits. Juniors are permitted two (2) college visits. Students must provide verification on college letterhead of attendance.

PERFECT ATTENDANCE

Students will be permitted to accumulate ninety (90) minutes total in tardies/early dismissals and still be considered for perfect attendance

Date of First Reading: _____ 3/4/2015 _____

Date of Second Reading: _____ 4/1/2015 _____

Date Adopted: _____ 4/1/2015 _____

Signature: _____

(SBDM Council Chairperson)