

DHHS ATTENDANCE POLICY

Absences: All absences are per class not total absences and all absences are considered in the total, excused and unexcused. Total absences, per class, will result in the following:

- At 5 absences with a failing grade, a first email sent to parents. The teacher contacts parents about the concern.
- At 7 absences with a failing grade, a second email sent to parents. An administrator or counselor will contact parents and discuss the concern and possible solutions.
- At 9 absences with a failing grade, parents and the student are required to meet with administration to discuss solutions/alternative placements.
- At 11+ absences and with a failing grade, students will fail the class and be transferred to an online version of that class immediately to recover the credit, students will have to pay the \$50 fee for credit recovery.
 - If the student recovers the credit before the first day of the next quarter, they may be reimbursed the \$50 fee as an incentive to quickly recover the credit. This will replace the credit for graduation not the F on the transcript.
 - If the student does not recover the credit by the first day of the next quarter, they will be enrolled in a Basic Academic Skills class in place of an elective until they recover the credit for classes required for graduation.

Truancies: Each truancy will result in a consequence. First offense will result in two days of lunch detention and subsequent offenses will result in additional consequences including possible suspension or alternative placement.

Tardies: A student is considered tardy if he/she is not in the classroom when the tardy bell rings. It is the teacher's responsibility to communicate the expectation to students to be on time to class and plan meaningful and engaging lessons/activities that reflect that expectation. Teachers are expected to keep accurate attendance records including tardies. Total tardies, per class, will result in the following:

- At 3 tardies, the school will email home to ensure parents are aware of the situation.
- At 5 tardies, the school will call home to discuss tardy problem (warn of consequences).
- At 7 tardies, there will be a meeting with parents, the student, and administration to discuss further consequences. Lunch detention assigned for every tardy from 8 tardies on.
- At 10 tardies, in-school suspension, or other interventions, as per administration will be imposed on the student.

LEAVING SCHOOL DURING THE SCHOOL DAY

1. **Students must sign out at the attendance office before leaving campus for any reason (except lunch).**
2. Phone calls from parents are acceptable for check out.
3. Should a student miss school the day of an activity for **illness**, he or she may not participate in that evening's activities – including games and fine arts performances. **Don't jeopardize eligibility for activities.**
4. A truancy will render you ineligible for the subsequent event.