

ATTENDANCE/TRUANCY Notification & Expectations

Office: 931-381-2222 * FAX: 931-381-6434

Attendance Clerks: Becky Osborne, Crystal Davidson

Truancy Administrator: Dr. Norman

School Success starts with Attendance

ABSENCES FROM SCHOOL

If a student is absent all day, part of the day, or from any class, he/she must bring a dated note explaining the absence. The note must be signed by a parent/guardian. If the student has a doctor/dental appointment, the note must be on letter-head, have the doctor/dentist's name and time of the appointment. All notes must be turned in to the attendance office. All notes will be reviewed and may be verified with doctor/dental office. The note will be kept in the student's attendance file. **Students must be present at least 3.5 hours to be counted present for the entire school day.**

- ◆ Excuse notes must be submitted within **five (5) days** of absence. NO EXCEPTIONS.
- ◆ Funeral note must include either funeral card or obituary. Only excused if death of an immediate family member (parents, children, grandparents, brother, or sister) Administrators may make situational exceptions.
- ◆ College visits are allowed for 11th and 12th grade students during the school year. Forms are available in guidance office and must be completed prior to college visit. **Must have administrative approval for more than two visits per year.**
- ◆ Students are allowed **five (5) parent notes per semester**. If you choose to use all of your notes in a semester, understand that additional notes will NOT be accepted and you will be considered truant.

PARENT NOTES FOR ABSENCES OR TARDIES

- ◆ Must include student's full name (not a nickname or only first name)
- ◆ Must include date(s) student was absent
- ◆ Must include reason student was absent
- ◆ Must have parent/guardian signature and valid phone number to verify if necessary.
- ◆ One student per note. Please do not include two or

more students on one note. We must have a separate note for each student's file

- ◆ One parent note absence equals one day absence.

EARLY DISMISSAL

- ◆ **ALL STUDENTS UNDER THE AGE OF 18 MUST BE SIGNED OUT by someone on his/her contact list.** Attendance office WILL NOT accept phone calls, emails, or notes from parents for a student to be dismissed from school.
- ◆ Administrators may accept emails for an emergency.

TARDY TO SCHOOL

A student is expected to be on time to school and to class and be seated in his/her desk in the classroom when the tardy bell rings @ **7:45** (See MCPS Board Policy 6.200)

- ◆ Students who are tardy to school must sign in through the attendance office to get a tardy slip.
- ◆ Doctor, Court, funeral, etc. notes can be accepted for a tardy. Students have **one day** to turn in a tardy note.
- ◆ **4 unexcused tardies = 1 daily absence** and will be applied to the Tiered Intervention Process (Policy 6.200)

TARDY INFRACTIONS: (Per Semester)

- ◆ **3 Unexcused:** One day ISAS lunch or other equivalent (parent/guardian notification)
- ◆ **5 Unexcused:** One day In-School alternative setting and Behavior Plan developed/ Possible DCS Referral parental neglect
- ◆ **7 Unexcused tardies:** School privileges revoked (to include Dances, Clubs and Athletics)
- ◆ **10 Unexcused tardies:** Possible change of placement to the alternative learning program
- ◆ Tardy count starts over each semester

(See MCPS Board Policy 6.200)