



ATTENDANCE POLICY

GEORGIA COMPULSORY ATTENDANCE LAW

A student absent from school without a legal excuse is in violation of the Compulsory School Attendance Laws of the State of Georgia. If a student between the ages of six and sixteen accrues an excessive amount of unexcused absences, the school social worker becomes involved, and it is possible that a truancy petition can be filed in juvenile court to address the excessive absences. Students who accrue 10 or more consecutive, unexcused absences will be withdrawn due to lack of attendance.

While students are held accountable and responsible for their absences, parents must also be aware and involved in the attendance process. Parents/guardians are urged to establish accounts to access the Infinite Campus Student Information System to assist with monitoring attendance.

ATTENDANCE

All students are expected to be at school on time, every day. Failure to attend school may result in the suspension of driver's license for students and/or legal sanctions against the parent/guardian of the student.

To be considered "in attendance" for a school day, a student must be present for at least one half of the school day, excluding the lunch period. Students leaving school before 11:30am will be considered absent for the day and will not be allowed to participate in any school-sponsored activities that day.

MORNING ACTIVITIES

- Students arriving at school are required to report to the cafeteria until the first bell rings at 7:50 AM.
- Students may also participate in early morning activities that are scheduled and supervised by a teacher.
- **Students must have a pass from their teacher to attend morning activities.**

AFTERNOON ACTIVITIES

- Students are encouraged to become involved in supervised after-school activities.
- **Any student participating in an approved after-school activity must be supervised by an adult at all times.**
- All students must be off campus by 3:45pm unless they are participating in an after-school supervised activity.
- Students remaining after school without a pass and not participating in an after-school activity may receive a disciplinary action for loitering.

CHECK-IN/OUT

Please keep in mind that Dunwoody High School is not an open campus. **Students are NOT allowed to leave campus** (including lunch time) **without checking out in the attendance office.** If a student will be driving off campus, the parent/guardian must include that information on the check-out note. If a parent is planning on checking out student, he/she must come into the building and sign them out in person. A state-issued **ID is required for check-outs.** Please arrange check-outs prior to 2:50pm.

SKIPPING

Students who fail to check in, check out, or roam the halls without a pass will face consequences for skipping.

| Number of Skips | School Action Per Occurrence* *The Attendance Protocol/Consequences are subject to change at any time. |
|------------------------|--|
| 1 - 2 | Student receives a warning. Teacher is responsible for contacting the parent(s). |
| 3 - 6 | Student receives 1 day detention or comparable consequence assigned by teacher. Referred to the counselor who is responsible for contacting the parent(s). |
| 7 - 10 | Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence assigned by an administrator. School to schedule a student/parent conference for the purpose of signing an attendance contract. |
| 11+ | Student receives a discipline referral and ISS or comparable consequence. Parent contacted and referral to counselor and social worker. Student is given choice of ten (10) days ISS, alternative school/program placement, or comparable consequence. |

TARDINESS

Students are expected to be in their seat and ready to learn by 8:10am.

Students who arrive at school between 8:10-8:30am, should report to class, where a tardy mark will be issued by the teacher.

Students who arrive at school after 8:30am or during class exchange, should check in through the attendance office.

| Number of Tardies | School Action Per Occurrence* *The Attendance Protocol/Consequences are subject to change at any time. |
|--------------------------|--|
| 1 - 2 | Student receives a warning. Teacher is responsible for contacting the parent(s). |
| 3 - 6 | Student receives 1 day detention or comparable consequence assigned by teacher. Student may also be referred to the counselor who is responsible for contacting the parent(s). |
| 7 - 10 | Student receives a discipline referral and 1 day in-school suspension (ISS) or comparable consequence assigned by an administrator. School to schedule a student/parent conference for the purpose of signing an attendance contract. |
| 11+ | Student receives a discipline referral and ISS or comparable consequence. Parent contacted and 2nd discipline and counselor referral completed. Student is given choice of ten (10) days ISS, alternative school/program placement, or comparable consequence. |

DOCUMENTATION

Documentation for excused absences must be turned in to Ms. Nash (dunwoodyhighattendance@gmail.com) or Ms. Stephanie Davis, in person, in the attendance office within five business days of the absence.

Pre-arranged check-outs for that day must be submitted by email to the attendance office at dunwoodyhighattendance@gmail.com or with a written note by 8:30am. Please include a number where Ms. Nash or Ms. Davis can contact parent/guardian for verification purposes.

EXCUSED ABSENCES

In order for a student's absence/tardy to be considered excused, they must fall under the following categories AND bring in documentation as proof:

- personal illness; (medical documentation)
- serious illness or death in the family; (parent note)
- religious holiday; (parent note)
- instances in which attendance could be hazardous as determined by the DeKalb County School District;
- registering to vote/voting in a public election;
- tests and physical exams for military service and the National Guard; (medical documentation)
- other such absences as provided for by law or by the local Board of Education.

*If a student/parent forgets to bring in documentation upon return, the absence/tardy will be coded as unexcused until documentation is provided.

Excused absences will result in the student being allowed to make up any missed assignments in accordance to the course syllabus.

INCORRECT ATTENDANCE

When a student/parent monitors the attendance via Infinite Campus and there is a discrepancy, the student should touch base with the teacher. The teacher will notify the attendance office of any changes that need to be made.

We, at Dunwoody High School, believe that regular school attendance is directly correlated to academic success and establishes regular habits that will prepare students for life after high school.

ATTENDANCE AREA

The DeKalb County School District attendance policy requires that a student must live in the attendance area with a parent or guardian. Exceptions are given to students granted special permission to attend DHS. If a question arises concerning whether or not a student lives in the Dunwoody attendance area, proof of residence will be required. Proof of residence is a current mortgage/lease or a current utility bill. Cable bills, phone bills, or other bills are not accepted as proof of residence.

CHANGE OF ADDRESS OR TELEPHONE NUMBER ... IMPORTANT!

If at any time during the school year you have a change of address or telephone number, the student/parent **MUST** inform the Registrar of the change(s) so that accurate, current records can be maintained. Also, be sure to update the EMERGENCY CONTACT FORM in the Attendance Office. The information on this card is used to call parents if a need or an emergency arises. Report cards and important school information are mailed to the address of record. **All students are required to have an emergency number.** For a change of address, please bring a current utility bill or mortgage/lease to the Registrar to satisfy proof of residence requirements.

EMERGENCIES

A student who must leave school during the school day because of illness or other emergencies must complete all check-out procedures in the Attendance Office. If the parent (or someone on the approved check out list) cannot be contacted, the student will be made as comfortable as possible until contact is made. In an extreme emergency, paramedics will be called. Any medical emergencies must be brought to the attention of an administrator or a faculty member.

LATE BUSES

Students arriving on late buses will be given a pass when their bus arrives.

STUDENTS TAKING OFF-CAMPUS CLASSES

- GA State University-Perimeter College (Post-Secondary Option) – Students will sign in or out at the security desk in the front foyer.
- Fernbank (STT) – Upon returning to school, Fernbank students must sign in at the security desk in the front foyer, report to the assigned area, and remain there until the end of the period.

STUDENTS ARE EXPECTED TO BE ON TIME FOR ALL CLASSES, including homeroom. **Chronic tardiness is a disciplinary issue and will be dealt with accordingly.**

CERTIFICATES OF ENROLLMENT

Students must obtain a Certificate of Enrollment from the Attendance Office prior to applying for a Driver's Permit (Learner's) or Driver's License. **There is a \$3 notary fee for each Certificate of Enrollment. The turnaround time is usually 24 hours.** Students applying for a driver's license also need an ADAP certificate showing a passing grade on the Alcohol and Drug Awareness test given in 9th grade health class. The Attendance Office can reprint this certificate if you took the class at Dunwoody High School.

Please refer to the Code of Student Conduct: Student Rights and Responsibilities and Character Development Handbook for complete DCSD attendance procedures and protocol.