Durant Road Middle School
2016 – 2017
Student Attendance Procedures

Student Absences:

A student is considered absent if they are not in their homeroom class by 8:15 am.

Examples of valid excused absences:

- Illness or injury
- Isolation ordered by the State Board of Health or Wake County Health Department
- Death in the immediate family
- Medical, dental, or other appointment with a health care provider (a note from the provider should be submitted to school)
- Court appearance
- Religious Holiday
- Participation in a valid, prior approved educational opportunity; completed form "WCPSS Prior Approval for Excused Absence" is required in advance of the absence – with Principal's approval.

All other absences will be recorded as "unexcused." If a student is checked out of school prior to 11:40 am and does not return, the child will be marked unexcused absent, unless a note or email is sent to the Attendance Office explaining the departure – making it excused with one of the reasons above.

How do I report my child's absence?

A note or email is required with a valid reason to be able to excuse an absence

- Email the Attendance Office – **DurantRdMS-Data@wcpss.net**, as well as your child's homeroom teacher.

  - o The Attendance Office email is closely monitored. Once your child's attendance has been updated, you will receive an automated email response.

OR

- Send a signed note with your student to the Attendance Office prior to, or upon return from, an absence.

If your child is out, please be sure to email or send a note to the Attendance Office no later than two days after the child returns to school. Once the student is back in school after two days, the absence(s) may not be excused. Absences reported directly to teachers may not always get excused. Please be sure to report to the Attendance Office, as well as the homeroom teacher. The homeroom teacher provides homework or make-up homework as needed.

When writing an email or a note, please be sure to include the following details:

- Student's full name
- Grade, Track, Homeroom Teacher
- Specific dates of absence(s)
- Your full name
- Reason for absence (e.g., illness, injury, etc.)
- Your relationship to the student

Student Tardies:

When a student arrives to school after the 8:15 am bell rings, they must check into the front office on the student check-in computer or log.

All tardies will be recorded as "unexcused" until a note is emailed / turned into the Attendance Office. Only tardies with a valid "excused" reason will be recorded.

Examples of Excused Tardies:

- Illness or injury
- Isolation ordered by the State Board of Health or Wake County Health Department
- Death in the immediate family
- Medical, dental, or other appointment with a health care provider (a note from the provider should be submitted to school)
- Court appearance
- Religious Holiday
- Participation in a valid, prior approved educational opportunity; completed form "WCPSS Prior Approval for Excused Absence" is required in advance of the absence – with Principal's approval.
- School Bus arrived late to school (all students on a late bus will sign in at the front office on a sign in log).

How do I report my child is tardy?

A note or email is required with a valid reason in order to excuse a tardy

- Email the Attendance Office – **DurantRdMS-Data@wcpss.net**

    o The Attendance Office email is closely monitored. Once your child's attendance has been updated, you will receive an automated email response.

<div align="center">OR</div>

- Send a signed note with your student to the Attendance Office prior to, or upon return from, a tardy.

The following tardy policy is implemented classrooms to avoid disruption, maximize student learning, and to install the basic principal of responsibility and common courtesy. This policy also applies for student tardies to homeroom.

1st unexcused tardy - Warning

2 unexcused tardy - Teacher Consequence

3rd unexcused tardy - Teacher Consequence and Phone Call / Email to parents

4th unexcused tardy - Administrative Consequence