



Smyrna High School

500 Duck Creek Parkway, Smyrna, Delaware 19977

Telephone (302) 653-8581 / Fax (302) 653-2763

- *Making Connections & Building Dreams*
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Frequently Asked Attendance Questions

Each student is permitted 5 parent notes per semester; total of 10 per year.

- These should only be used when student does NOT have a medical, legal or dental note.
- They can be used for tardiness as well as absences.
- One note per day of absence &/or tardy; OR if absence is multiple days for same reason.
- Notes should be submitted to the front office as soon as student returns to school, or no later than 2 days after the absence.

Half-day Attendance is considered to be two of the four classes in a day.

- This means arriving no later than 10:45 a.m. or leaving and returning to school to meet the timeframe.
- All Student Athletes are expected to be in attendance during the entire regular school day in order to participate in any practice, scrimmage, or contest. The exception would be they are in attendance for at least half the day with an excused absence for the time that they are not present.

Administrative Excuses are primarily used for College Visits, Family Vacations, or other academic-related activities.

- To be completed by parent and signed by teachers in advance
- Forms are available in the front office.

Early Dismissals must be in person or in writing.

- If in person, we will ask **EVERYONE** to show identification with name and photo.
- If in writing (handwritten, emailed or faxed), it **MUST BE IN THE OFFICE BY 10:00 a.m. the day of the early dismissal** to allow for accurate accountability. After that time, administration must approve the documentation.
- The note should clearly state student name, time of dismissal, reason for leaving, and mode of transportation (walking, driving themselves, picked up by another person with name clearly stated). Anyone picking up the student will need to show Picture ID.
- All early dismissals are considered “unexcused” until the student provides documentation supporting the reason for their dismissal upon returning to school.
- Phone calls to have student “ready and waiting in the office” are discouraged due to the need to check ID’s first and loss of class time. Extenuating circumstances will be accommodated to the best of our abilities.

Attendance & Class Credit towards Graduation:

- Student attendance is recorded for every class of the day.
- The Attendance Review for semester and year-long class credit will be determined using the total days Absent for each individual class. Student credits will be awarded or denied for each class individually.
- Students will be permitted to miss up to 10 days from a semester-long class, and up to 20 days from a year-long class and still be eligible to receive academic credit for the class.

(turn over for more info)

Students late to class:

Tardy to class is for students 10 minutes or less late to any class of the day. If a student accumulates 6 unexcused tardies he/she will be assigned a 90 minute after school detention or 1 period of SBIP. If a student accumulates 12 unexcused tardies (cumulative for all classes), he/she will be assigned a 90 minute after school detention or 1 period of SBIP, and a parent/guardian conference with school team to create an intervention plan. Every additional sixth unexcused tardy after the twelfth (18, 24, etc.), will result in 1-day of SBIP and a parent/guardian conference with school team to discuss intervention plan.

For questions or information concerning attendance, parents may contact Mrs. Stacy Watts, Mrs. Dainelle Hampton-Morton, or Mr. Paul Damask by phone at 302-653-8581. You may also contact them by e-mail at stacy.watts@smyrna.k12.de.us, dainelle.hampton-morton@smyrna.k12.de.us , or paul.damask@smyrna.k12.de.us

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