



Smyrna High School

500 Duck Creek Parkway, Smyrna, Delaware 19977

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- *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.

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 at least 2 weeks in advance.
- Forms are available in the front office.
- **If not done at least 2 weeks in advance, absence may be unexcused.**

Early Dismissals must be in person or in writing.

- If in person, **EVERYONE must** 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:

The following information further clarifies discipline specific to tardiness to school and class. *Tardiness* is the act of being late to school or class without a valid excuse.

1st Consequence (Cumulative 6 lates, to include all classes)

- Restorative Practices Intervention; AND
- 90 Minute After School Detention; OR
- 1 Period of SBIP (Administrator will decide assigned period)

2nd Consequence (Cumulative 12 lates, to include all classes)

- 90 Minute After School Detention; OR
- 1 Period of SBIP (Administrator will decide assigned period) and
- Parent/Guardian Conference with the school team to discuss intervention plan

3rd Consequence (Cumulative 18 lates, to include all classes) *subsequent consequence upon every 6th late*

- 1 Day SBIP
- Parent/Guardian Conference with the school team to discuss intervention plan

When a student exceeds 18 cumulative tardies the following will be applied:

Tardies for each class will count into the total number of absences using the calculation that 3 tardies is equivalent to 1 day absent. These absences will count in the total used to evaluate if the student can earn credit for the course. If the total number of absences, including the tardies, exceeds 20 days then the student is at risk of not earning credit for the course even with a passing grade. **See example below.**

Course	Absent	Tardy	Total Absences including tardies	Credit Earned?
Huddle	4	1	4	Yes
Eng 3	15	24	23	No
US History	11	6	13	Yes
Psychology	20	21	27	No
Alg 2	28	5	29	No
Chemistry	18	23	25	No
Marketing	11	0	11	Yes
Accounting	13	2	13	Yes
Spanish 3	11	4	12	Yes

For questions or information concerning attendance, parents may send an email to shsattendance@smyrna.k12.de.us

A copy of this document may be found on the Smyrna High School website under Resources —► Student Resources Home.

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws. Inquiries should be directed to the District Superintendent.