

Dawson Middle School 2007-2008

Where the Dragon Tradition Continues...

Attendance Office

Attendance Office Procedures

To report an absence or leave a message for a student, call the front office at 817-949-5500.

Steps to Follow in Case of Absence

A parent/guardian must call the attendance office each day the child will not be at school.

When returning to school after an absence, a student must provide the attendance office with a written note, dated and signed by the parent/guardian or a note from a doctor/dentist office. **An absence for the purpose of going to the doctor or dentist will be excused only with a note from their office.** Notes may be verified by phone.

A doctor's statement will be required for absences of five consecutive days or more, or for a prolonged pattern of intermittent absences.

Excessive Absences/ Loss of Credit

Per the Texas Education Association, a student MUST be in attendance for 90% of the days the class is offered.

A DMS student is allowed 9 unexcused absences per semester in any class. If a student has more than the allowed absences per course, he or she must make up the time or be denied credit for the course.

Excused absences include absences due to doctor's visits (documentation required,) religious holy days (parent note required), family emergencies/funerals (parent notice), and required appearances in court or legal proceedings (documentation required).

Arriving Late or Leaving Early

Students arriving to school after classes have started must report to the attendance office with a parent to sign in. The student must be signed in by a parent or have a doctor note.

Please note that any student who is more than 10 minutes late to any class will be considered absent for the entire period.

Leaving During the School Day

All students must be signed out by a parent at the attendance office. For the safety and protection of the student, the person signing the student out will be required to show picture identification.

Please be aware that when you are picking your child up for an appointment, we do not call into the classroom. A student runner is sent with a message for your child to come to the Attendance Office. Please allow for the extra time this will take.

(Continued on back)

NOTE:

- If someone other than a parent is to pick up a student, the attendance office will require a note from the parent/guardian stating the following: name of person picking up child, date, time, parent signature and reason. Any person (other than a parent) picking up your child will also be required to show their driver's license for identification.
- **Students may not leave for lunch with anyone other than their parent. There will be no exceptions made to this procedure.**
- Advisory occurs 7th period each day from 2:25-2:50 PM. There are no student runners in the office at this time and parents may be asked to wait until after Advisory to send for their child.

Deliveries to Students

Only school related items may be dropped off for students at the attendance office for pick up. We will not disturb classes, make announcements or deliver items to students. Students are sent a written message and it is the student's responsibility to come pick up the item. If your child forgets his/her lunch or lunch money, the cafeteria will provide a peanut butter or cheese sandwich.

Homework Request Procedure

When a student has been out for 2 consecutive days, a parent may request homework assignments through the attendance office. All homework requests must be submitted by 10:00 AM to ensure that teachers have ample time to compile assignments and send them to the attendance office.

The parent can pick up the homework anytime between 3:30-4:00PM in the attendance office. No class work may be requested ahead of time.