

2018-2019 Druid Hills Middle School

ATTENDANCE PROCEDURES

Attendance at the middle school level is taken by each period and by the day. The parent is advised to call Ms. Dumas in the attendance office at 678-874-7611 the morning of the absence stating the reason for the absence. Upon the student returning to school after an absence, the student must present a written statement from his or her parent/guardian stating the reason for the absence prior to reporting to their first period class. The note will be verified as excused or unexcused, recorded, and kept on file in the attendance office for the remainder of the school year.

Lawful (excused) absences are defined by Georgia Law as follows:

- a) Illness of the student
- b) Death in the immediate family
- c) Religious Holiday
- d) Service as Page in the General Assembly
- e) Instances in which attendance could be hazardous as determined by DeKalb County Schools
- f) Visiting with a parent on military leave from active duty (please ask for details)

Academic work missed due to lawful absences can be made up when the student returns to school. Students are responsible for arranging to make up the work they have missed during their absences.

An unexcused absence from the school or from any given class is a serious offense and will be dealt with following the necessary disciplinary procedures. Students who have missed six (6) days of school without an excused reason having been provided to the school will be given a DCSS generated letter that will be required to have signed by a parent/guardian and returned to the attendance office. This letter details the DCSS and State of Georgia attendance expectations. Students who have missed eight (8) days of school without an excused reason having been provided to the school will be referred to the school's social worker.

CHECK IN PROCEDURES

The school day at Druid Hills Middle School begins at 8:50 AM. All students are expected to be in their classrooms at that time. Any students who are not in their classrooms will be considered tardy and must check in with the attendance office. If a student is tardy, he or she must provide an excuse note to Ms. Dumas in the attendance office upon arrival for a pass to class. Excused reasons for tardiness are the same as for absences:

- a) Illness (for tardiness, this includes a physician and dental appointment)
- b) Death in the immediate family
- c) Religious Holiday
- d) Service as a Page in the General Assembly
- e) Instances in which could be hazardous as determined by DeKalb County Schools
- f) Visiting a parent that is on military leave active duty (please ask for details)

A parent must either sign the student in or provide a note providing the reason for the late check-in. The reason given will be evaluated and determined as excused or unexcused and recorded, based on the above guidelines.

CHECK OUT PROCEDURES

In order for a student to be checked out, an authorized contact that is on file must come to the attendance office and present a government issued photo driver's license/I.D. If the student's records does not list this person as an authorized contact, they will not be permitted to check the student out. Authorizations over the phone will not be accepted. No student will be checked out after 3:30pm.

MEDICATION

If your child has a medical condition that requires them to take medication during the school day, a DeKalb County physician statement must be completed and signed by the student's physician. The statement and medication must be brought to the school by the parent. All medications are stored in a secure lock box. Student will report to the Nurse Office at the specified to take their medication. The Student Code of Conduct clearly defines that no medication, whether prescribed or over the counter, may be in the possession of a student unless the guidelines and procedures have been followed. If a student has allergies (including food allergies) that could result in a life or death situation, documentation must be on file with Nurse Wilson. If you need additional information, please contact Nurse Wilson at 678-874-7701.