



A message from Rod Smalley, Truancy and Dropout Prevention – ***Every Student MATTERS***

Attendance is the key to academic success! Did you know that Social Services can help you with medical mental health and dental appointments to ensure you're well and able to attend school?

Often times we get busy and forget to call in students absences to the school secretary. As a friendly reminder we would like to remind you of our attendance policy to ensure your student is not considered late, truant or absent.

#### **Attendance Policy**

To the parents of new freshman, new parents to the school, and as a reminder to all of our parents, please remember to call in when your student is absent from school. It is important for the school to document the reasons students do not attend. Parents and guardians have **3 days** to excuse an absence, otherwise, those absences become unverified absences and count against a student's attendance. Students subject to **unverified absences will receive a letter advising them of this concern if the absences continue the student is considered habitual truant at your 3<sup>rd</sup> unexcused absence and will attend a truancy hearing.** Douglas High School has a 90% attendance rule for students to receive credit in classes. That means if students do not meet this attendance requirement, they are subject to an appeal process to get credit for classes.

#### **Best Practices: A Note or a Phone Call**

To call in a student's absence please do so by calling **Douglas High School at (775) 782-5136** and ask for the attendance secretary and or follow the prompts to do so after school hours to leave a voicemail.

**SEND A NOTE** with the student. The student should go to the main office and give it to the secretary first thing in the morning.

#### **The note must include the following information:**

Date

Name of student printed

Name and relationship of the parent/guardian writing the note

Date absent and reasons for absence

Signature of parent/guardian and phone number for contact purposes