



Dade County High School
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Mrs. Jennifer Reese
Assistant Principal

Mr. Josh Ingle
Principal

Dr. James Cantrell
Assistant Principal

Memo: Student Attendance

Date: August 11, 2016

To: Parent / Guardian

From: Dade County High School

Student attendance is one of the most important necessities for a child's academic success. In order to maximize learning opportunities, students need to be present at school. At the High School Leave, since Carnegie units are directly correlated to the student's academic record, student attendance is reviewed in each class period. Please make sure you review the attendance policy in the Dade County Student Handbook located on our web-site at <http://dchs.dadecountyschools.org>. A printed copy of the student handbook is available upon request.

Listed below are the attendance protocols that will be followed for unexcused absences.

- Text message notifications will be delivered daily upon each tardy to school or absence. Please make sure the office staff has up-to-date cell phone numbers.
- Upon the 3rd unexcused absence, a letter will be mailed or sent with the student outlining our attendance procedures
- Students with 5 unexcused absences will receive face-to-face communication with Guidance Counselor, Graduation Coach, and/or Administrator.
- After 7 unexcused absences, students names will be submitted to the Truancy Treatment Team for review
- After 9 unexcused absences, students will receive face-to-face contact from an administrator
- After 10 unexcused absences, the student's file will be submitted for Truancy Court & is considered in violation of the state's attendance requirements. All necessary and legal documentation will be submitted to the appropriate personnel.
- After 10 unexcused absences, the Dade County High School Attendance Team will review the student's' attendance history. Students with 10 or more unexcused absences are in jeopardy of not receiving course credit. All documentation on file will be reviewed.
- Only 5 parental notes are used to excuse any absence. According to Dade County Policy - JB, all documentation must be submitted within 5 days following an absence.