



## ADMINISTRATIVE MEMORANDUM

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### ATTENDANCE PHONE CALLS | 8020.3

The No Child Left Behind Act (“NCLB”) requires school districts to certify their compliance with the U.S. Department of Education’s Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools (published on February 7, 2003). In order to receive funding under NCLB, the District was required to certify to the Delaware Department of Education its compliance with the guidelines by March 15, 2003. Below is a summary of the guidance document, which provides important guidelines and rules that the District requires all principals and teachers to follow.

#### Elementary School Daily Attendance

- All homeroom absences must be entered by 10:15 am (or ASAP on a delayed schedule)
- All tardies must be entered by 10:15 am (for students who arrive after homeroom but before 10:15 am)

#### Secondary School Daily Attendance

- All absences must be entered by each teacher, each period. (not all at once at the end of the day)

#### Electronic Call Times to Families

- Automated calls will be made four times daily, as per the following schedule. (note: families will only receive one call)
  - Morning 1- 10:00 am (primarily for secondary, but includes any early elementary submissions)
  - Morning 2- 11:00 am (primarily for elementary, but also includes any late secondary submissions)
  - Afternoon 1- 1:00 pm (primarily for a delay schedule, but also includes any late submissions)
  - Afternoon 2- 3:40 pm (primarily for students who started the day at school and left prior to the end of the day)

#### Additional expectations

- The Principal/designee will check the “Attendance Missing Submissions” report each day and follow up with teachers who fail to enter attendance.
- In the extreme event that a teacher is unable to comply with the daily expectations outlined in this memo, the main office should be notified immediately.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of School Operations.