

MILLER MARLEY REVISED ATTENDANCE POLICY

ATTENDANCE CONTACT INFORMATION

Miller Marley Phone: 913-492-0004

NEW Attendance Email Address: AttenDance@millermarley.com

After careful review of Miller Marley's existing policy on attendance, we have made revisions and have initiated a new system to ensure that our students are safely accounted for each day. This will enable the school to more closely monitor the attendance of our student body and to keep parents as informed as possible.

Though it is ultimately the parents' responsibility to know the whereabouts of their children, Miller Marley is taking the necessary steps to partner with its families in order to most efficiently manage the new system.

Responsibility of Instructors

Each instructor has always been required to take daily attendance during every class period and to maintain a record of absences for each student. Now, after attendance has been taken, all absences will be reported to the office.

Parental Reporting of Absences - Late Arrival – Early Dismissal

Parents are required to notify the school before the child's scheduled class to report his/her absence. This may be done by calling the office at 913-492-004 or via the new attendance email address: AttenDance@millermarley.com There is a link to the attendance policy/email address on the studio website at millermarley.com

In addition, parents may email the student's instructor(s) directly, but must notify the office first. Staff /faculty emails are listed in the "Contact Us" section of the school's website at millermarley.com

If the school is not notified, parents will be contacted by a member of the office staff or by a designated parent volunteer. All attempts to reach the parent(s) will be documented as will the confirmation of the absence.

If it is necessary that a child must leave early from class, it is requested that the parent phone the office at 913-492-004 or via email at AttenDance@millermarley.com

Information regarding absences, late arrival, and early dismissal must be communicated by the parent and not by the student or another party.

Parents are advised to contact the office to verify that their email address and phone number are correct in the school's database.

No Call List

Miller Marley respects the right of any and all parents who wish not to be called in the event of their child's absence. Parents to whom this applies are advised to notify the school immediately. Under these circumstances, it is understood that Miller Marley cannot be held liable for the student's whereabouts.

Additional Safety Concerns

The majority of Miller Marley students must move from studio to studio during both daytime and nighttime hours. Their safety during these transitions is of utmost concern. We are requesting that each family discuss the following precautions with their children.

Classes are 55 minutes in order to allow a five-minute passing period for students to get to their next class.

Students should go directly to class and must not linger outside on the sidewalk or in undesignated areas.

The back doors to each studio are Emergency Exits only and may not be used under any circumstances other than in the event of an emergency situation in which immediate evacuation of the building is necessary.

Parking Lot Safety

When pedestrians are crossing the Miller Marley parking lot they must use either the designated crosswalk located in front of the office or the one in front of Studio #5.

Students and families are highly discouraged from walking in between parked cars. Unless the parent is parked in a parking space directly in front of the school, students must use the designated crosswalks when walking to and from the car.

Families must park only in designated parking spaces. Doing otherwise could jeopardize the safety of pedestrians and other vehicles.

When walking to and from Studio #6 students must observe the following rules:

- Never walk alone during the day or at night.
- Always walk with a friend or in a group.
- Stay within the boundaries of the crosswalk.
- Girls are encouraged to wear a cover-up over their dance attire.

Miller Marley Severe Weather Policy

The winter, spring and summer months pose the greatest danger for severe weather. During these times parents are advised to stay alert to current weather conditions. Check the television, radio or Internet for weather updates. This will enable parents or caregivers to respond quickly if severe weather is imminent.

The studio recommends that each child (who is old enough) have his/her own cell phone. This is the child's primary link to his/her parents in the event of an emergency. In order for a child or a member of the Miller Marley staff to make immediate contact with a parent, it is imperative that all cell phones belonging to parents be turned on during the time that the child is at the studio.

Those parents who have children of driving age, are encouraged to initiate a plan to follow in the event that the child is at the studio during a Severe Weather Warning or a Tornado Warning. The decision regarding the child's ability to drive home under these circumstances is at the sole discretion of his / her parent(s).

Spring and Summer Severe Weather

In the event that a Tornado Warning is issued, the studio will close immediately. This does not include a Tornado Watch, under which conditions the studio will remain open. Under the following weather advisories the studio will remain open, but will be on the alert for changing weather conditions:

- ▣ Severe Weather Watch / Severe Thunderstorm Watch / Flood Watch
- ▣ Severe Weather Warning / Severe Thunderstorm Warning / Flood Warning

In the event that a Tornado Warning is issued, the following precautions will be taken to ensure the safety of the students. Students will be escorted to the following areas to take cover:

- ▣ The back rooms of Studio 3 and Studio 4
- ▣ The Staff rooms of Studio 5 and Studio 6
- ▣ The back rooms of Miller Marley's Costume Shop (located in the storefront to the right of Studio #6)

Once a Tornado Warning has been issued, parents are strongly encouraged to pick up their children (from the studio) as soon as possible by going to the designated areas as described above. If at such time driving conditions are so hazardous as to pose a risk to the parent(s) by driving to the studio, those children who have not been picked up will remain in the designated areas until the all clear is announced and the roads are safe.

After the majority of the students have been picked up, the remaining children will be transported to Shirley Marley's home (located within two blocks of the studio) where, if necessary, they will take cover in Shirley's basement. A note to this effect and directions to Shirley's home will be posted on the door to the office at the studio.