

ATTENDANCE

If a student is to adequately comprehend the schoolwork required of him, it is extremely important that regular school attendance be maintained. Students absent more than 10 days can begin to develop gaps in their subject matter knowledge. The building principals will monitor attendance and report any inconsistencies should that action be necessary.

Absence

Students shall regularly attend school, their classes and the extracurricular and co-curricular activities in which they participate, unless they have any of these reasons for an excused absence:

1. Personal illness - A doctor's note will be required for any absence after three consecutive days or five total days in a semester. After 10 excused days of absence, a doctor's note is required and future absences will be counted as unexcused days unless a doctor's note or legal document is submitted for approval to the Principal.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend).
3. Necessary appointments that cannot be made outside the school day and are verified.
4. Emergencies requiring a student's service or presence at home and which are documented and verified by the building principal. Dangerous local road conditions might qualify as an emergency under this section.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and personal matters arranged in advance with the school administrator (with class assignments arranged in advance and due upon return or as agreed to by the building administrator and teacher)
7. Participation in a school approved student activity, a Kansas State High School Activities Association sanctioned activity, or a district approved function.
8. Military families – Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.

Students shall make up all assignments missed during excused absences, with credit awarded according to school guidelines.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge and arrangement with school officials shall be considered an unexcused absence (with makeup work outlined for the student). A "significant part of a day" is

defined as one class period or its equivalent. Students with a history of personal illness may be requested by the school to provide a physician's statement. (See #1.) Makeup work with credit is allowed for suspended students if turned in according to suspension agreement.

Parents are responsible for notifying the school office when their child is going to be absent. A student absent from school due to reasons numbered four or six above shall be entitled to an excused absence until the days of excused absence for those two reasons total five per school year. Requests for excused absence for more than five days for those two reasons may be submitted to the school administrator for approval. Appeal of the administrator's decision may be made to the Superintendent.

Each school shall carry out these functions:

1. Maintain accurate official records of attendance (the official record of attendance may be the teacher grade book and/or attendance records that are maintained electronically.)
2. Notify parents of student absences.
3. Implement corrective measures for serious attendance problems.

Late Arrivals/Early Dismissals

1. According to countywide policy, students who receive 5 unexcused late arrivals/early dismissals will be counted as 1 unexcused day.
2. Students arriving late, but before 10:15 a.m. (10:25 BES) will be counted as a late arrival.
3. Students leaving early in the afternoon but after 2:15 (2:25 BES) pm will be counted as an early dismissal.
4. Students missing 1½ hours to 3½ hours will be counted absent ½ day.
5. Students missing over 3½ hours will be counted absent one day.

Truancy

A child is truant if he/she is of compulsory school age and is not enrolled in school. A child is truant if he/she is of compulsory school age and is enrolled, but inexcusably absent for 3 consecutive days, 5 or more days in any one semester, or 7 in the year.

If the attendance pattern shows a student is missing or tardy a few days each week or there is some other pattern to the absences or tardies, contact will be made with the parents so that there can be consistent attendance. If absences or tardies are noted to be excessive and inappropriate, they will be recorded as unexcused. The principal is the attendance officer of the building and will officially report three consecutive days of unexcused absences or five total days of unexcused absence within a semester or seven days for the year. Excessive tardies will also be reported to the Truancy Officer or Department of Children and Families (DCF).

Check in and out of Office

Any student arriving after 8:45 (8:55 BES) or leaving before 3:45 (3:55 BES) must check in or out of the office. A sign out sheet is provided for authorized parent or guardian. A student may not leave without permission through the office. The number of late arrival/early dismissals are noted on the report cards.

Perfect Attendance

Students with a record of no absences, late arrivals or early dismissals will be recognized at the end of each quarter. Cumulative recognition for the year will also be made for these students.