

ATTENDANCE POLICY

Regular attendance is expected from ALL students enrolled in U.S.D. #284. K.S.A. 72-1111 (1976 H.B. 2670) states: a child's parent or guardian has a legal duty to make sure his/her child attends school. If the child is between the ages of 7 and 18, the child is subject to the compulsory attendance law. The principal is required to report the student to the proper county/state authorities as being truant from school whenever he believes such absences from school are willful on the part of the student and his/her parents or guardians.

School attendance is a critical part of the student's school record. Good attendance helps ensure better grades and good work habits. Employers and schools of all types are interested in the attendance record a student has established because it will help reflect future success. As a result, U.S.D. #284 will only allow each student 8 absent days per semester, excused or unexcused.

A loss of credit for the semester **may** occur if any one of the following happens:

1. A student is unexcused absent more than 3 consecutive days.
2. A student has 5 or more unexcused absences in a semester.
3. A student has 8 or more absences (excused and/or unexcused) in a semester.

In the case of any of the above events, a meeting will take place with the student, their parent or guardian, and the Student Improvement Team (SIT) to make the determination if the student will receive academic credit for the semester. Decisions of the SIT can be appealed to USD #284 Superintendent.

STUDENTS MUST REPORT TO THE OFFICE BEFORE ENTERING OR
LEAVING THE SCHOOL DURING THE DAY.

ABSENCE VERSES TARDY

When a student is more than 20 minutes late arriving at school, he/she will be counted as absent (with the absence counting toward activity attendance or participation.) The student will go to class and may still get the work and credit for work done. When the student leaves school with more than 20 minutes left in a block they will be considered absent (they may still get the work and credit for work done.) Approved appointments will not count as a tardy and approved appointments that cause a student to miss more than 20 minutes of class will be an excused absence.

ABSENCES ON DAY OF ACTIVITY

Absences because of illness occurring on the date of scheduled school activities or athletic event may nullify that student's privilege to participate in activities on the day of the absence. Cases will be handled on an individual basis if this occurs. Any **UNEXCUSED** absence occurring during the calendar

week of any interscholastic event may nullify that student's privilege to participate in activities for that week.

EXCUSED ABSENCES

Are defined as any absence up to 8 days per semester for:

1. Illness and emergency health care
2. Death of a family member or close friend
3. Planned absences **providing they are approved in advance by the principal and parents** for activities such as:
 - A. Work for parents
 - B. Family events
 - C. Routine health care
 - D. Out of school suspension
 - E. Prearranged and approved religious or educational activities.*

In-school suspension, school-sponsored field trips, school-sponsored activities, approved college visits, and personal days as an honor reward will not be considered an absence.

*Extended days of absence from school for a prearranged and approved activity or an extended period of sickness or injury with a doctor's note will not be considered as part of the eight days absences per semester. The final determination to determine if absences are exempt from the eight-day requirement will be determined by the Principal.

EXCESSIVE EXCUSED ABSENCE PROCEDURES

Upon the 5th absence per semester the Student Improvement Team (SIT) and the parents will be notified of the student's attendance status by letter.

Upon the 8th absence per semester the parent will be notified in writing, and they must schedule a meeting. The meeting is required for the student to receive credit for the semester. Students are academically ineligible until after this meeting and credit determination is made by the SIT. The SIT may require a doctor's statement for the student to receive credit for future absences. Students with excessive absences may lose extra and co-curricular activity attendance and participation privileges until attendance improves; this would be determined in the attendance hearing.

The school office should be notified by the parent/guardian via note or phone call each day an absence occurs. Parents need to notify the school by 10:30 a.m. on the day their son or daughter is absent for illness or doctor appointments. The school will attempt to notify parents if parents do not notify the school. The school office should be contacted by, and have an explanation from, the parent/guardian the day following the student's absence or the absence will be considered unexcused. If

parents notify the school within 48 hours of the student's return, the absence may be changed from unexcused to excused. All absences will be printed in the daily bulletin for teacher notification.

EXCESSIVE UNEXCUSED ABSENCE PROCEDURES

K.S.A. 72-1113 states whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent from there on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law. For the purposes of counting days toward being "truant" as per state law, *(HS)1-2 blocks missed will be counted as a half-day. Anything missed over two blocks will be counted as a whole day.* This will result in a report being made to the secretary of social and rehabilitation services or to the county or district attorney.

ILLNESS AND EXTRA-CURRICULAR ACTIVITIES POLICY

Any student who is involved in or attends an extra-curricular activity may not participate in that activity if he/she has fever and/or is ill. In the afternoon of an activity, if a student has fever (100* or above) or goes home from school due to illness, the student will not attend or participate in that evening's activity. If a student has previously been ill and comes back to school by noon, his/her temperature will be monitored and attendance or participation in the evening's activity denied if the fever goes to 100* or above. *When a student misses any part of a school day with an unexcused absence, he or she is ineligible to attend or participate in extra and co-curricular competition or practice (The purpose of this guideline is to emphasize that we are in school for academic reasons, not to accommodate activity participation.)* Students who are repeatedly absent on the day before or the day immediately after an extra-curricular activity may lose his or her right to participate. This determination will be made by the student improvement team and on a case-by-case basis.

"If you are too sick to be in school—you are too sick to attend the activity."

MAKE UP WORK

Assignments that were due during the absent day are due the day the student returns to school. For any planned absence, the student should request homework before the student leaves. ***Unexcused absences forfeit the right to make up missed work.***

Students are responsible for making up missing assignments. For an unplanned absence each student can have up to 2 days to make up work assigned during the absence. On absences of two or more days the student can have the number of days absent plus one day to make up assignments. These are calendar days, not school days.

TARDY POLICY

Tardy is defined as late for class and not excused. When a student is excused they will not be listed as tardy on the attendance record.

Excessive tardiness (3 or more) is considered a minor offense on the discipline cycle. Students who do not bring supplies, books, or assignments to class will receive a tardy and the time it takes to collect the correct materials will be added to the compensatory tardy time. Each

classroom instructor beginning with the third tardy to a class in a semester will assign compensatory time. The fifth tardy will be considered a Level One offense on the discipline cycle. Each classroom instructor/Principal will determine tardy compensatory penalties. *It is recommended the penalty be 30 minutes before or after school. In addition to compensatory penalties, a student who is authorized to walk home for lunch and has 3 instances of tardy in the blocks immediately after lunch, will lose their permission to walk home for lunch for the remainder of the semester.* Once compensatory time is assigned, the student may not attend or participate in extra-curricular activities until the time is served. If compensatory time is not served as requested, it will be considered defiance of authority and will result in a step on the discipline cycle as a level one offense. Students will not be listed on PROSTAR attendance as tardy or serve any penalties when they are excused.

TARDY PROCEDURE

Students are expected to arrive at school on time. All students should be in their classrooms before scheduled class time. Only in rare instances is tardiness excusable. Most tardiness is the result of irresponsibility, is entirely unnecessary, and can be eliminated.

Students who arrive to class after 10 minutes without proper authorization **are considered truant** (20 minutes for the first block of the day).

Students arriving late to school must report to the office before going to class. (HS)If a student arrives in class without a pass, the teacher will allow them to remain in class but mark them as unexcused tardy or unexcused absent (depending on how much time was missed.) The student is then required to get the pass from the office on his or her own time. If the time was excused, the unexcused tardy or unexcused absence will be removed.

(HS)A CCHS faculty member can only excuse tardiness between classes. Tardiness in arriving to school first block of the day (and after lunch for students who walk home) may only be excused by a parent/guardian call to CCHS office within twenty-four (24) hours of the tardy with a valid reason.

(HS)Students tardy between blocks during the school day are considered tardy when the bell for class rings and they are not in their seats prepared for class.

If a student needs to return to his/her locker for material they forgot, the teacher may allow this at their discretion and assign the student a tardy for that block.

(HS)Students will not be allowed to return to their previous class for a pass because they were tardy. The late student will be recorded as tardy. The student may bring the teacher a pass during non-class time in the next 24 hours to have the tardy removed.

(HS)Students in the hall during class time without a pass will be considered tardy. Teacher aides may wear a teacher aide nametag in lieu of a hall pass.

UNEXCUSED ABSENCES

It is impossible to list all of the possible reasons for receiving an unexcused absence. Examples of unexcused absences are:

•Oversleeping; •shopping; •pictures; •haircuts, tanning and manicure sessions; •leaving school without permission during the school day; i.e. leaving school without permission after the student has arrived at school or been in class.

All absences which occur during the school day without permission &/or notification in advance by parents will be classified as unexcused. Notification is defined as students having no valid written or phoned excuse from parents by the day following the absence). The penalty for unexcused absences is a zero for class work missed.