

6.002 Attendance Procedures

March 1, 2010

Rationale:

There is a positive relationship between regular school attendance and academic success. The Clerc Center recognizes the importance of students regularly attending class to make the most of the educational opportunities that KDES and MSSD offer.

Gallaudet University Policy (1.19) defines expectations for student attendance. These procedures support implementation of that policy.

Absences

Attendance procedures for students:

- At the beginning of each class period, teachers will document if a student is absent.
- The front office staff will verify if the student arrived to school late or if the student's parents/legal guardians contacted the school to say that the student would be absent.
- If there has been no contact with the school, the front office staff will contact the student's parents/legal guardians to confirm the absence and to discover its cause. The absence will then be documented as excused or unexcused.

Unexcused absences:

- After five unexcused absences, a student's parents/legal guardians will be sent a letter reviewing the attendance policy and reminding them of the importance of regular attendance.
- After an accumulation of 10 unexcused absences, another letter will be sent to the student's parents/legal guardians as well as to the local educational agency representative.

Elementary School/Middle School:

- A meeting will be arranged to discuss the issue and to warn the parents/legal guardians that Family and Child Services will be contacted if the unexcused absences continue.

- If the parents/legal guardians do not attend the meeting or contact the school, Family and Child Services will be contacted.
- After 15 unexcused absences, a third letter will be sent to the parents/legal guardians indicating that if their child misses 19 days of school then he or she will be considered for retention.

High School:

- The loss of credit consequence for excessive unexcused absences will be explained to the parents/legal guardians in writing or in person.
 - Semester courses—More than nine days of absence may result in loss of credit for the course.
 - Full-year courses—More than 18 days of absence may result in loss of credit for the course.
- After the ninth absence for a semester course or the nineteenth unexcused absence for a full-year course, a letter will be sent to the parents/legal guardians explaining the loss of credit and warning of a possible review of the school placement decision.

Tardiness

Elementary/Middle School (Pre-school to Eighth Grade):

- School begins at 8:25 a.m. and all students are expected to arrive on time. A student is considered tardy if he or she arrives after 8:30 a.m.
- Parents/legal guardians transporting a student to school are required to come into the front office to sign him or her in if he or she is late. The student will then be given a pass to class.
- A student who is not using school transportation and is traveling alone via public transportation or walking is required to report to the front office with a note from his or her parent/legal guardian explaining the reason for the tardiness and to sign in. That student will then receive a pass to proceed to class. If the student does not have a note, his or her parent/legal guardian will be contacted.
- Parents/guardians must notify the front office in advance if a student will be late due to a pre-arranged appointment (e.g., doctor's appointment). This will be considered an excused tardy.
- If a student comes to school tardy more than three times within a two-week period, his or her parents/legal guardians will be required to attend a conference to discuss the issue and to identify if the school can provide support. If the pattern of tardiness continues after the conference, it may be deemed an issue of neglect that the school is then obligated to report to Child and Family Services.
- Breakfast will not be served to students of any age who arrive after 9 a.m.

High School:

- If a student arrives to class after the period has begun, he or she will be given a tardy.
- Each time a student earns an unexcused tardy, two points will be deducted from his or her quarter grade.
- If a student accumulates three tardies in one class (totaling six points off in one quarter), the teacher will notify that student's parents/legal guardians.
- If a student misses more than 15 minutes of a class period, it will be considered a cut (not a tardy) and the policy regarding unexcused absences will apply.

Early Dismissal

- Unless it is an emergency and a rapid dismissal cannot be avoided, parents/legal guardians should notify the school a minimum of two hours prior to the early pick-up of a student.
- Parents/legal guardians must provide documentation for the early dismissal (e.g., proof of a doctor's appointment) so that the school can determine if the absence is excused or unexcused.

Appeal Procedures

Should a student's parents/legal guardians want to appeal an unexcused absence decision, they must:

1. Submit a written letter along with any documentation supporting why the absence should be excused to the assistant principal within 10 days of the absence. Appeals received beyond 10 days of the absence **will not** be accepted.
2. The assistant principal will respond within five business days with a decision regarding the appeal.
3. If the parents/legal guardians are still not satisfied with the decision, they may submit a final appeal to the principal within five days of the receipt of the assistant principal's decision.
4. The principal will make a final decision within five days of receipt of the parents'/legal guardians' appeal. The principal's decision is final and may not be appealed.