

6.003 Procedures for Taking Attendance

KDES

All students are expected to attend school daily and to arrive on time. The school day begins at 8:25 a.m. and ends at 3:15 p.m.

- If a student is ill and cannot attend school, or will not attend school for any reason, parents or guardians must contact the school by 9 a.m. They should call the school's front office at (202) 651 5031 (V/TTY) or (202) 651 5259 (VP).
- If a student becomes ill during the day, parents or guardians will be notified immediately to pick up their child as soon as possible. (See the Student Health Service section in KDES Parent Student Handbook for further explanation.)
- If a student is absent for three (3) or more consecutive days, the parent or guardian will be asked to submit a written note from the doctor to the Front Office in order to record those absences as "excused".

MSSD

- All teachers and staff are responsible for keeping accurate attendance for each of their classes in Powerschool.
- During the 1st period of the day, attendance MUST be entered into Powerschool by the end of that period. This allows school administrators to know who is in school that day and who is not.
- Attendances for all periods must be entered into Powerschool and updated by 3:15 p.m. on the same day.
- Teachers are responsible for marking students:
 - P = Present
 - E = Excused Absence
 - A = Absent
 - U = Unexcused Absence
 - TE = Tardy Excused
 - TU = Tardy Unexcused
 - EDE=Early Departure Excused
 - EDU = Early Departure Unexcused
 - NC = No Class
 - T = Tardy
- If teacher or student has questions about the student's absence from class, please contact the student's Assistant Principal for follow up.
- If a student arrives late to class and the student has already been marked absent, it is the teacher/staff person's responsibility to update the

- student's status in Powerschool.
- Teachers and staff have 20 days to make changes to attendance and tardies in Powerschool before the dates are locked.
 - Students and parents or guardians have access to Powerschool and are encouraged to keep up to date on attendance. Students will have 20 school days to appeal an unexcused absence with a teacher or school administrator. After 20 school days the absence will stand.
 - At the end of the quarter the school administrators will deduct the following from quarterly grades:
 - Tardies = 2 points each
 - Unexcused absences = 10 points each