

CURRENT POLICY

ATTENDANCE and RELATED POLICIES

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians.

When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:15 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT slip to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip.

Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence may only receive credit for major assignments and/or tests/quizzes.

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor)
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis. (Communication is important here.)
4. School approved activities.

Students may have five excused absences each academic semester. Any absence over the five absences that is not covered by a doctor's note or an excused high school activity, **MUST** be made up time for time.

- A full school day will require seven hours of make-up time.
- If a student misses half a day (for example 5th, 6th, and 7th hours), then this would count for a half day missed.
- If a student misses one hour (for example 7th hour), then this would count for one hour missed of a seven hour day. If two hours were missed, then it would count two hours. Each hour missed would be added to the total hours missed.
- A student that owes make-up time will be considered a **STUDENT NOT IN GOOD STANDING** (Referred to on page 28).
- Time may be made-up in the following ways: detention hall, before school by appointment, or after school by appointment.
- A 9 am orthodontist appointment does not always excuse a full day missed from school. If a doctor's note is necessary, it must clearly state the time frame excused.

Example: If John Doe takes a family vacation and misses 6 full days of school, when he returns to school, he will be considered a student not in good standing. After making up the sixth school day, he will return to the status of being a student in good standing. Make-up time can be made up prior to leaving for a planned event.

RECOMMENDED CHANGES FOR THE SPRING SEMESTER OF 2015

ATTENDANCE and RELATED POLICIES

ATTENDANCE POLICY: A student's attendance record is a very important part of his/her permanent record. Students with regular attendance generally will be more successful in their classes. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents/guardians. When a student is absent it is the responsibility of the parents/guardians to call the Attendance Office at 665-7161 or 836-7656 on the day of the absence. The call should be made before 9:30 AM. The Attendance Office is open at 7:15 AM for calls.

Any student who checks into school after 8:00 AM must first report to the Attendance Office and receive an ADMIT slip to class. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not report to the Attendance Office and get an admit slip. Students sent to the office for an admit slip after class has started will receive a tardy.

If the absence is excused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each class. The classroom teacher will determine the make-up work. Students who miss school because of an UNEXCUSED absence may only receive credit for major assignments and/or tests/quizzes.

The building principal as the Board of Education designee will determine whether the absence is excused or unexcused. Kansas State Law allows USD 434 to accept only the following as valid reasons for excusing an absence:

1. Illness (long-term illness verified by notification from doctor)
2. Appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. A family crisis. (Communication is important here.)
4. School approved activities.

Students may have five excused absences each academic semester. Any absence over the five absences that is not covered by a doctor's note or an excused high school activity, MUST be made up time for time.

- A full school day will require seven hours of make-up time.
- If a student misses half a day (for example 5th, 6th, and 7th hours), then this would count for a half day missed.
- If a student misses one hour (for example 7th hour), then this would count for one hour missed of a seven hour day. If two hours were missed, then it would count two hours. Each hour missed would be added to the total hours missed.

- **Students who attend WU Tech or have a shortened school schedule will have their excused time modified to fit their schedule.**
 - **First example: a WU Tech student will only be allowed to miss 15 hours of school (5 days X 3 hours = 15 hours). Any additional hours will be considered make-up time.**
 - **Another example could be: a second semester senior who only attends SFT for two hours, will only be allowed to miss 10 hours of school before make-up time will be assigned. (5 days X 2 hours = 10 hours)**
- A student that owes make-up time will be considered a STUDENT NOT IN GOOD STANDING (Referred to on page 28).
- Time may be made-up in the following ways: detention hall, before school by appointment, or after school by appointment.
- A 9 am orthodontist appointment does not always excuse a full day missed from school. If a doctor's note is necessary, it must clearly state the time frame excused.

Example: If John Doe takes a family vacation and misses 6 full days of school, when he returns to school, he will be considered a student not in good standing. After making up the sixth school day, he will return to the status of being a student in good standing. Make-up time can be made up prior to leaving for a planned event.