

# ATTENDANCE

## ATTENDANCE LAW AND EXPECTATIONS

Because of **Kansas Statute KSA 72-1111, the compulsory attendance law**, and because attendance has a direct effect on academic achievement, we expect students to attend school daily. Pupils who know in advance that they must miss school for urgent and unavoidable reasons should contact the school and make arrangements for advance assignments. When absent, it is the pupil's responsibility to request work and make up work in the allotted time. For excused absences, the allotted time is the number of days absent plus one.

1. Parents are to call by noon if the student is ill and not coming to school.
2. Students needing to leave school during the day must be signed out through the office by a parent or an emergency contact. If s/he returns to school during the same day, the student needs to check back into the office to get an Admit-to-Class slip before returning to class.
3. When a parent wants a student excused before the end of the day, the parent should write a note or call the office, stating the time and reason the student should be excused. The student needs to bring that note to the office BEFORE SCHOOL and exchange it for a pink slip, which he/she will show to the teacher when it is time to leave. **This procedure is much more effective than calling in the information or simply coming to the office.** Your child can meet you in the office rather than you waiting for a message to be delivered to your student. We will then ask you to sign your child out.
4. If a student arrives to class after 8:00 a.m., they are considered tardy. Tardies are excused for late buses, medical appointments, funerals, or required appearances in court. Documentation must be provided in order to receive an excused admit slip. Students who arrive late to school for any reasons not listed above will be given an unexcused admit slip and will be issued a school consequence. (S
5. Absences will only be excused for illness, doctor or dentist appointments (up to half a day with a doctor's note), court appearances, and for family death.
6. If a student is to be absent for a long period of time because of illness or the parent knows in advance their child will be absent for several days for urgent and unavoidable reasons, the parent will need to complete a **"Request to be Absent"** form in the office at least one day prior to the absence.
7. Excessive absences for illness (more than 12 days total) will require a doctor's note for all future absences or will be considered unexcused and subject to regular truancy procedures.
8. Upon reaching three consecutive unexcused days, five nonconsecutive unexcused days in a semester, or seven or more unexcused days in a year, the student will be referred to either Department of Children and Families' Truancy Unit or the District Attorney's office.
9. Any student who is to be excused from Physical Education classes must have a written excuse from the doctor.

