

ABSENCE/ILLNESS/INJURY

A child who is absent or tardy should be excused either by a phone call or note from a parent/guardian. Tardy students must check into the office and will receive a pass to take to the classroom teacher. Out of concern for the safety of our children, a call will be made to the homes of those absentees who have not been excused before 9:00 a.m.

Each child should be at school every day and on time. Attending school regularly helps each child feel better about school and themselves. Building this habit early is important, as students who miss even just 10% of the school year have a harder time learning and will fall behind academically; it is important to us that your child is here.

- A child is marked absent when he/she is not present at school for any reason (both excused and unexcused)
- A child is unexcused when he/she is absent without the knowledge of his/her parents.
- It is the responsibility of the parent to inform the school of a child's absence prior to the beginning of the day.
- A call will be made to the parent if there has been no parental contact excusing the student by 9:00 a.m.
- Absences spanning multiple days will require daily notification for absence excusal from the parent
 - Consecutive student absences for illness, appointments or medical procedures will require a doctor's note turned in to the school office
- Students who have missed 10 days of school in one semester may be placed on an **attendance contract**, which would require a mandatory meeting with the school administration and classroom teacher
- Parents will receive contact from administration **once the student has missed 10 days of school** in one semester (excused and unexcused)
- Tardy students are required to stop by the school office to check in when they have arrived; they will be required to take a tardy slip to their teacher explaining why they're late
- Parents will receive contact from administration once the student has been tardy for 10 days of school in one semester – it is important that students are on time so that they do not miss valuable educational time; teachers have to repeat themselves and backtrack when a student arrives late
- Tardy students may be expected to make up lost time; students leaving early from school frequently may also be expected to make up lost time and will certainly have to make up the missed work as soon as possible

Student "excused absences" include the following: personal illness, health-related treatment, examination, and/or recuperation, serious illness or death of a family member, absences pre-arranged by the parents with the school principal's approval, or students of active duty military personnel who may have additional excused absences due to leave or deployment. All absences which do not fit into one of the above categories would be considered unexcused. A student serving a period of suspension from school shall be considered inexcusably absent.

Truancy is defined by KSA 72-1113 as lawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and neither the parent/guardian nor the school is aware and/or approves the absence. The school will adhere to the requirements in informing parents and the Department of Children and Families of nonattendance.

If a student has had a fever, he/she may not return to school for 24 hours. If he/she has vomited during the night, the child should remain at home for 24 hours since the last time they vomited. If the child has an illness that requires antibiotics for 24 hours before being around other persons, the child should remain home as the doctor orders. If the child has other symptoms of illness, it is up to the parent's discretion to keep them home until they are well. Parents may be contacted during the school day if students come into the office showing multiple symptoms of illness. Parents

will indefinitely be contacted by the school if their child starts running a fever or vomits at school. Other symptoms may result in us contacting you to further discuss the symptoms and make a plan for your child.

In the event of illness or injury, no child will be sent home whose parent or designated person has not been notified and has arranged transportation. This must be done through the office. If a child misses school because of illness or unexcused absence and a school concert or event is scheduled for the evening, the student should not attend the concert/event.

When necessary, students may be excused from classes for dental/medical appointments. A parental request is required and notice needs sent to the office by phone call or email. Please notify the school in advance so that teachers are prepared and may be kept in the loop about missed educational time. Handwritten notes may be sent to the classroom teacher, but personal contact with the front office is also necessary. If for some reason your family must take a vacation during the school year instead of during a break, parents are required to notify both the classroom teachers as well as the principal or school office as far in advance as possible. Missed work may be able to be prepared in advance if the teacher has enough notice.

A student is never allowed to leave the premises during the school day without permission of the parent and principal. Parents are required to report to the office to sign the student out. At that time, an office staff member will call the student to the office. Upon returning, the parent is to sign the student back into school in the office.