

ATTENDANCE

THE SCHOOL DAY BEGINS AT 7:45 AM AND ENDS AT 2:12 PM; Period 9 2:55

Attendance Affects Everything!!! There is a direct relationship between punctuality, good attendance and academic success. Most academic failures are attributed to chronic attendance problems. Students are expected to be on time for school and attend all classes. Parents are asked to report absences by sending notes with the student when he/she returns to school. Parents can also email absence notes – absences will not be excused without written documentation.

The district attendance policy defines absences as **excused** or **unexcused** and it identifies the school's protocol for addressing student absences. *

Refer to BOE Policy #5100

***Regardless of reason, any absence negatively impacts a student's educational profile and should be made up.**

Absences will remain **unexcused** unless a note is submitted within **5 business days** of the absence. Support teams can recommend to administration that absences should be excused if a student is unable to get a note for extenuating circumstances.

Students should make a plan with their teachers within **5 days of absence** on how/when they are making up work.

Absences, lateness and early departures will be considered **unexcused** unless they meet the following standards: personal illness, death in the family, school approved educational trips, religious observations, impassable roads or weather, quarantine, court appearance, music lessons, approved college visitation, military service, **emergency doctor or dental appointments** and Take Your Child to Work day.

KHS has the right to ask for a note from a doctor when a student is out for **5 consecutive days**. Once absences become excessive, **even when excused**, KHS may require medical documentation. In a full-year course, this is **18** missed classes, and in a half-year course, this is **9** missed classes. The documentation should take the form of a letter from doctor, medical provider, or therapist.

In order to participate in an evening school event (athletic, musical, and or dance) a student must be in attendance for half of their academic school day.

Unexcused Absenteeism

- All unexcused absenteeism generates a Black Board text/email.
- Classroom teachers will notify parent and AP of any student with 3, 5 and 7 absences.

EARLY DISMISSAL

Students who are not excused by the nurse are expected to have provided a note at the start of the day from their parent/guardian to leave through the attendance office. They must sign out, and if necessary, back in through the attendance office. Failure to do so will result in consequences consistent with the Jefferson code.

BAG CHECKS

Students who use the bus will have their bags checked upon arrival. For students who drive themselves or get dropped off, KHS recommends arriving by 7:40 for an on-time arrival to first period. Arrival after this time may cause students to be late to first period.

LATE TO SCHOOL

Students who are not in their Period 1 class by 7:45 am are late to school. They will need a pass from the attendance office to enter first period. They must enter the school building through the Salzmänn Entrance and report directly to the Attendance office. They will be recorded as late to school.

Students who arrive late with a written legal excuse will be marked as such.

Late notes must be submitted within **24 hours of occurrence** in order to be credited. Student late arrivals will be coded as excused/unexcused late arrivals as per the BOE.

If a student arrives to KHS after 11 am and does not have written documentation, an administrator is called to determine whether the student may enter the building and attend class.

UNEXCUSED TARDIES

- 1st – 3rd occurrence- Verbal Warning
- 4th – 7th occurrence -
- 10th occurrence – Referral, consequences as per the Jefferson Code plus parent meeting; may result in Principal’s Credit Appeal Meeting, PINS or CPS reporting.

Note: See appendix for complete regulation.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students may not leave campus without permission. If a student needs to leave school during the school day, a person in parental role must email the Attendance office, or in an emergency call the Attendance office. **All efforts should be made to provide a written note to the Attendance Office prior to first period.** All students must sign out in the Attendance Office. If a student is returning to school, they must sign back in.

TRUANCY

A student absent from school without knowledge and consent of the parent/guardian is considered truant. Truancy is a violation of the New York State Education Law and is subject to disciplinary measures that can be imposed by both Kingston High School and Family Court.