



# Attendance

## Procedures at CME

The staff and parents of Christa McAuliffe Elementary are always concerned with being sure that our children are safely accounted for each day. In order to effectively and efficiently handle the absences of students at school, the following procedures need to be followed:

1. Parents/guardians need to call the attendance line or email the teacher/secretary before 8:30am each day their child is absent. The attendance line accepts messages 24 hours a day.
  - **Attendance Line Phone # - 913-993-3588**
    - Please leave child's name, teacher's name and reason for the absence. If your child is absent due to illness, please briefly describe the symptoms and report any diagnosed communicable disease (ex. Strep, chicken pox, pink eye, etc.)
  - **Email: [susanstill@smsd.org](mailto:susanstill@smsd.org)** – if you email the teacher, please also email Mrs. Still. The message does not always get relayed to the office.
2. In the event that Mrs. Still has not heard from a parent/guardian by 9am, one of the office staff will begin calling home/cell/work to determine why the child is no in school. Please update phone records if there is any change.
3. In the event that your child is late for school for whatever reason (appointment, car trouble, etc.), please call the attendance line or email Mrs. Still. When the student arrives, they must check in through the office and obtain a late slip before going to class.

Please follow the above procedures any time your child is late or absent from school. Both the school and parents will feel much better knowing that each child is safely accounted for.

### School Hours:

School doors open: 7:45am

Instructional time: 8:10am-3:10pm

**The late bell rings at 8:10am. Students who are not in their classroom when the bell rings at 8:10am will be counted tardy.**