

## **ATTENDANCE REGULATIONS**

There is a direct and positive correlation between regular school attendance and achievement. Students are, therefore, encouraged to avoid any unnecessary absences from school. Below are the attendance regulations adopted by the KCSB Board of Directors. Please refer to the district website for additional information about the Attendance Policy (Policy 204).

Excused absences may include: illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.

Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence

Unexcused absences may include: oversleeping, car issues, missing the bus, hunting, or shopping.

**Returning to school:** The student should turn the excuse in to the attendance office. If the student fails to submit their excuse **within three days** of the absence, the absence will be counted as unexcused or unlawful, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your child's school.

**Request for leaving school:** Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is recommended that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents are encouraged to schedule appointments with physicians and dentists after school hours, if possible. *Requests to be excused for hair appointments, shopping, etc. will be denied, and absences for these reasons will be unexcused.*

<b>Attendance</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>FAX</b>
Bucktail Area Middle & High School	<a href="mailto:btattendance@kcsd.us">btattendance@kcsd.us</a>	(570)-893-4900 ext.3501	570-923-5005
Central Mountain High School	<a href="mailto:cmhsattendance@kcsd.us">cmhsattendance@kcsd.us</a>	(570)-893-4900 ext.4508	570-893-4640

**Summary of key points from the KCSB attendance policy (204) and steps that will be followed if there is a concern with school attendance:**

**Compulsory Age Students:**

<p>Absences will be marked as <b>unlawful/unexcused</b> if there is no excuse turned in to the attendance office by the <b>third (3<sup>rd</sup>) day following the absences.</b></p> <p>*If the absence extends 5 days, communication (through email or physical note) must be provided to the school's attendance office.</p> <p>A physician's excuse must be submitted for absences of five (5) or more consecutive days.</p>	<p>For example, if your son or daughter is absent on Monday, you <b>MUST</b> send in an excuse for that absence by Thursday of that week or it will be marked as an unlawful/unexcused absence. If the student is absent Monday-Friday of one week, communication must be received by the attendance office by the Friday that is day 5 of the absence. <b>Excuses may be submitted in writing or electronically by email, to the attendance secretary at your student's school. Please include a phone number in the email for the building secretary to confirm the excuse.</b></p>
<p>School attendance secretaries will send a letter when your student has accumulated a total of <b>3 unlawful days</b> (this may be a combination of partial days or whole days). After receipt of the 3 day letter, a SAIC (Student Attendance Improvement Conference) will be scheduled.</p>	<p>Every attempt will be made to reach the family to schedule the SAIC. If the school is unable to reach the parent/guardian, a letter will be delivered that includes the time and date for your student's SAIC. Neither the student nor the parent/guardian will be required to participate. The SAIC will be held regardless of attendance by the student and/or parent/guardian on the date indicated on the letter. A two-week follow-up meeting will be scheduled to monitor ongoing attendance and compliance with the established plan.</p> <p>Educational trips will not be approved once a student has accrued 3 unlawful absences.</p>
<p>If your student has accumulated <b>6 unlawful days</b>, the school will refer your child to a school-based or community-based attendance improvement program.</p>	<p>The school may file a citation with the district magistrate against the person in parental relation who resides in the same household as the student.</p>
<p>If your student has accumulated <b>6 unlawful/unexcused days</b> parking privileges on school property will be revoked.</p>	<p>The student will turn in their issued parking permit. The student will be issued a warning on the first offense after privileges have been revoked, then a citation by KCSD police on the next and any subsequent offenses.</p>
<p>After your student is absent for <b>10 days (parental excuse days and/or unlawful/unexcused days)</b> you will receive a letter</p>	<p>After this, a physician's note <b>MUST</b> be turned in for every absence for the remainder of the school year. Educational trips will not be</p>

informing you that your student has reached 10 days.	approved once a student has accrued 10 excused absences.
<b>At eighteen (18) days of accumulated student absences</b> (excluding absences with physician's excuses or approved educational trips), a student will no longer be allowed to participate in non-compulsory activities which could include dances, field trips, athletics, co-curricular activities, graduation, etc.	Parents/guardians will get a letter upon the student's fourteenth (14th) absence informing them of their number of absences and the potential consequences that will occur when they have accrued 18 total absences.

Additional regulations regarding non-compulsory Age students (**18 years of age or older**):

School attendance officers/administration will notify you, by mail or phone call, when your student has accumulated a total of <b>3 unlawful days</b> . This may be a combination of partial days or whole days.	Every attempt will be made to reach the family to schedule the SAIC. If the school is unable to reach the parent/guardian, a letter will be delivered that includes the time and date for your student's SAIC. Neither the student or the parent/guardian will be required to participate. The SAIC will be held regardless of attendance by the student and/or parent/guardian on the date indicated on the letter. A two-week follow-up meeting will be scheduled to monitor ongoing attendance and compliance with the established plan. Educational trips will not be approved once a student has accrued 3 unlawful absences.
A letter from the building principal or designee will notify non-compulsory students who have accumulated <b>10 consecutive days of absence</b> from school that the student will be removed from the school roles and reported as a dropout.	Upon receipt of the letter, the parents/guardian have 5 days to request a hearing with the building principal or designee.

**If you have any questions regarding this policy, please contact the principal at your child's school.**

**Make-Up Work:** Students are responsible for any and all work missed while absent from school.

**Homework Collection for Extended Absences:** Upon the student's return to school, following an excused extended absence, the teacher and student will set a deadline for completion of the make-up assignments. Parents are strongly encouraged to notify the school **prior** to a known, extended absence. Please contact your school's attendance secretary to make this notification.

**Late to school:** Students must enter their school building before the late bell and should plan their day accordingly. After the late bell, students must enter school at the front entrance and sign in at the main office. If a student is late to school, they will need to turn in a parent note to have the lateness be considered excused. If a note is not provided, the lateness will remain unlawful/unexcused. **A student is considered tardy if they arrive after 8:20 am.**

**Below is a chart outlining how partial day attendance will be counted.**

Arrive late or leave school between the following times:	Percentage of absence either excused or unexcused for late arrival	Percentage of absence either excused or unexcused for early dismissal
8:20 am - 9:48 am	.25	100
9:51 am - 11:15 am	.50	.75
11:18 am - 1:28 pm	.75	.50
1:31 pm - 3:20 pm	100	.25

### **Tardies To Class**

If a student is late to class without a written excuse, the teacher will record the lateness according to the tardy procedure found below. If a student is detained, in the office or by a teacher, they should ask for a pass from the person who detained them before going to class. Such a tardy will not be counted against the student.

<b>UNEXCUSED TARDIES TO CLASS</b>
<b>Tardy #1: Warning</b>
<b>Tardy #2: Warning</b>
<b>Tardy #3: Warning</b>
<b>Tardy #4: 1 Detention</b>
<b>Tardy #5: Two hours of after-school detention</b>

**Positive Attendance:** Students who attend on a regular basis will be recognized through the School Wide Positive Behavior program. There will be an acknowledgment on a monthly basis for positive school attendance.

**Leaving School Grounds:** Students are not to leave the building or school area once they have arrived at school. *Any student leaving school grounds without following proper sign-out procedures, will be considered truant and receive discipline as assigned by the principal. Students may be subject to a search when they leave school property without permission – including those going to the parking lot without permission.*

**Educational Trips:** A student may legally take a trip of an educational nature with their parents or guardians. Students may be excused for family educational trips for no more than seven (7) school days in any one (1) year. A parent note requesting an educational trip stating the specific dates and the reason must be sent into the school office at least five (5) days prior to the trip. Students will then be given an Educational Trip Review form to take around to each of their teachers for their signatures. Once the student has ALL teacher signatures, the Educational Trip Review form needs to be turned back into the main office for the principal to review. Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family. **Students will not be permitted to join classes remotely during the duration of the trip if approved.**

Trips shall be denied to students who:

- Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
- Have three (3) or more days of unexcused/unlawful absences
- Are considered in poor academic standing (quantifiable by meeting athletic eligibility requirement status)