Tri-City Day School

~~2022-2023~~ 2023-2024

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Attendance Policy

- ~~Students under the age of eighteen are required by law to attend school. A student is truant when he/she is not enrolled or has not attended school without a valid reason for more than three consecutive days, five days in a semester or seven total days in a school year. The Tri-City Day School administrator or designee will determine if the student's absence is excused or unexcused. Referrals will be made to the County Attorney or DCF for those who are truant. (Kansas Compulsory Education Law, KSA: 72-1111).~~

~~Excused Absences~~

~~The Tri-City Day School administrator or designee will determine whether an absence is excused or unexcused. A student will be excused for these reasons:~~

1. ~~Personal illness/injury.~~
2. ~~Personal/family matters that cannot be addressed outside of school time. For example: appointments with a doctor, dentist, therapist, social worker, probation officer or an appearance in court.~~

~~Absences will only be excused if a parent or guardian notifies us in advance by calling or coming by in person and by providing documentation from the appointment. Parents/Guardians are to call the school every day the student is absent. It is also the responsibility of the parent/guardian to provide the school with verification/documentation of the reason why the student was absent from school on a specific date. Staff may also call the student's parents or related support personnel to verify the appointment. An administrator has the authority to waive absences that are medically verified or a personal emergency.~~

~~Unexcused Absences~~

~~Absences will be considered **unexcused** and the student subject to penalties in the following situations:~~

1. ~~If a student's whereabouts are unknown to the staff or parents.~~
2. ~~Lack of verification/documentation from parent/guardian/agency upon return to school.~~
3. ~~A student has missed class for such events as, but not limited to:~~
    a. ~~babysitting~~
    b. ~~needed at home~~
    c. ~~hair appointments~~
    d. ~~shopping~~
    e. ~~personal business~~
    f. ~~lunch with others~~

Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child's academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse

acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Chronic Absenteeism:
According to the Kansas State Department of Education (KSDE), “being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout.” Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.
Excused/Unexcused Absences:
The definition of “excused absence” includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school-sponsored activity or course;
- Absences pre-arranged by parents and approved by the principal; and
- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School:
A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

Excessive Absence:
Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

Vacations:
All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which

exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments:
To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

School-Sponsored Activities:
All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

Military Families in Attendance:
Students of active-duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class:
An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

Make-Up Work:
It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

~~**Make-up work:** A student who has been absent is expected to request make-up work and submit it to the teacher. Each teacher will specify a deadline for make-up work.~~