

## USD 418 Elementary Schools Attendance Policy

***If a student consistently misses more than 10% of the days school is in session in a month (period, semester, year), that student has an 80% less chance of attending any type of post secondary education with completion. In addition, they are twice as likely to not complete high school.***

### ATTENDANCE

Since regular attendance is important to a student's success in school, students need to be in school and attend on time daily. The school day begins at 8:06am with the tardy bell ringing at that time. The school day ends at 3:05pm.

Parents' role regarding attendance:

- inform the school office personnel of a student's absence within the first 30 minutes of each school day.
- send a note explaining the absence on the day the student returns to school if unable to contact the school on the day of the absence,
- notify the school if medical or dental appointments are scheduled during school time for that day.

Students are recorded as absent if:

- they are not present at school for any reason
- they miss more than 1½ hours of any morning or afternoon (this will be counted as absent for ½ day);
- they miss more than 4 hours (this will be recorded for a whole day).

Teachers will inform students (and parents as necessary) of schoolwork that needs to be made up due to absences.

### ABSENCES

6<sup>th</sup> absence – parents may receive notification regarding attendance concerns.

If your child's attendance is a concern, school staff and administration will contact parents or request parents come to school to discuss attendance. Previous attendance records may be considered and discussed when attendance concerns are addressed.

12<sup>th</sup> absence – parent notification that all subsequent absences must be verified by:

1. Doctor's note
2. A funeral brochure
3. Other verification approved by administration
4. Sent home by school staff

ALL OTHER ABSENCES NOT VERIFIED WILL BE CONSIDERED UNEXCUSED

### **UNEXCUSED ABSENCES**

Unexcused absences are absences that:

- haven't been called in and the school doesn't know where the child is or
- absences that are past the threshold (12 absences) determined by the district and not verified as defined above.

\*DCF (formerly SRS), McPherson Police Dept. or the County Attorney will be notified if unexcused absences reach the following thresholds at any point in the school year.

1. Three (3) in a row
2. Five (5) in a semester
3. Seven (7) in a year