

STUDENT ATTENDANCE

1. **General.** This document supplements the important information on attendance, tardiness, and reporting found in the *General Handbook*.

2. **School Sponsored Absences.** There is no maximum number of school-sponsored absences. A school-sponsored absence/tardy does not require an explanatory note.

3. **Non-School Sponsored Absences/Tardiness.** There is no accreditation agency or state-defined blanket maximum number of *legitimate, approved, excused* non-school sponsored absences (this is a change from the “18 maximum” of previous years). Every *non-school-sponsored* absence/tardiness requires a written note or the absence/tardiness will be *unexcused*.

3.1. This *written* note must be submitted to the school within 3 days after the student returns to school. ***After the 3rd day, the absence is unexcused.***

3.2. Documents from a court officer, health professional such as a dentist, physician, (or their staff) presented by the student are welcome.

3.3. If the above is not available, the student may present a note from a parent/guardian. The note must contain the *student's name, date of absence/tardiness, reason for absence/tardiness and signature by a parent/guardian*. An undated, unsigned, and/or ambiguous note (e.g., “*Please excuse my child for being absent yesterday*”) is not sufficient.

3.4. Faxed notes (complete with a signature) are acceptable.

3.5. Phoned “verbal notes” are not sufficient. Staff members who record attendance are required to file signed, hardcopy documentation detailed above.

3.6. Emailed notes, due to their lack of signature, are not sufficient. Staff members who record attendance are required to file signed, hardcopy documentation detailed above.

3.7. If a parent/guardian appears in person to bring his/her child from an absence/tardiness, and a note has not already been accomplished, the office staff will provide a short preformatted slip for parent/guardian signature.

3.8. The school administration determines whether the non-school-sponsored absence/tardiness is excused or unexcused.

3.8.1. Examples which are *generally excused* (provided a note is properly submitted) include *unplanned* events such as sudden illness of the student, death of a family member, catastrophic family issue, as well as *planned* events such as medical/dental appointment, funeral, wedding, religious observance, or court appearance. As detailed in the *General Handbook*, absences planned in advance (such as obligations that cannot be rescheduled) are granted academic reprieve provided a signed parental authorization form is presented to the office at least 3 school days prior to the absence.

3.8.2. Examples which are generally *unexcused* include a student's election to "skip" class to sleep, shop, hunt, dine, primp, socialize or recreate. Any absence without a properly submitted note is also *unexcused*.

4. Corrective Action for Unexcused Absences. The student is allowed 3 unexcused absences per class without corrective action. Academic reprieve is granted for those 3 occurrences. If there are additional unexcused absences in a class, academic reprieve will be denied, and the student will be required to attend a mandatory targeted academic session under administrative supervision. The student should understand that a day of hunting, a day of shopping for the prom, plus a so-called "senior skip day" would exhaust this 3-absence latitude.

4.1. The targeted academic session will be mandatory for each additional unexcused absence.

4.2. Excessive unexcused absences will result in a minimum half-hour, after-school detention under administrative supervision.

4.3. The minimum time could be extended if the situation warrants. This extension could jeopardize a student's participation in after-school extracurricular activities.

4.4. A student's failure to report to these academic sessions will result in increasing levels of corrective action.

5. Late Reporting to School. All students arriving late to school must report directly to the office, sign in, and receive an admission slip to class. A student who arrives late due to a late bus will have the tardiness *excused*. Other late arrivals are *unexcused* unless the student presents a note. ***After the 3rd school day, the late arrival is recorded as unexcused*** if no note is presented.

6. Late Reporting to Class (grades 6-12). Students are afforded adequate time to get to lockers and progress the short distance between classes. After each academic period tardy bell sounds, classroom doors are closed and students are not permitted entry unless they politely knock on the classroom door and present an admittance slip to the teacher. ***Teachers shall not admit tardy students without an admittance slip.*** The student obtains the admittance slip from the school office.

6.1. When the tardy bell rings for any given class period, the attendance “snapshot” is taken. In grades 6-12, the student is logged simply as either “present” or “absent” by the teacher in KavSIS. Office staff members annotate the KavSIS record to reflect “excused” or “unexcused,” and convert an “absence” to a “tardy,” all based on receipt of explanatory notes. If a tardy student misses more than half of the class period, the absence remains recorded as an *absence*. If the tardy student misses less than half of the class period, the absence is changed to a *tardy*. There is no other conversion. (For example, there is no formula such as “3 tardies equals 1 absence” etc.)

6.2. If a student’s last period teacher detained the student to discuss an issue, finish a test, etc., that teacher writes a short explanatory note; the student takes that note to the office to obtain an *excused* class admittance slip.

6.3. During the period between classes (transit time), a student may report to the teacher of the next class and ask the teacher if tardiness due to a rest room stop is acceptable. The teacher (at his/her discretion) may issue a “pass” (a badge/ lanyard) to that student. If class has started when the student returns to the classroom, the “pass” serves as the admittance slip. Tardiness due to rest room use must be coordinated in such manner. A student must not simply appear to the office and demand an *excused* class admittance slip proclaiming “*I was in the bathroom.*” Further, the student must not appear directly to the classroom (with no slip) and expect to be admitted to class.

7. Missed Work Due to Tardiness. If work is missed due to an *excused* tardy, the work may be made up for appropriate grading. For example, if a student has a test during the period in which he/she was tardy, the student with an *excused* tardy may accomplish the work during the remainder of the period (if sufficient) or another day (to allow equitable time), as determined by the teacher. If work is missed due to an *unexcused* tardy, the work shall not be made up and the appropriate grade penalty will apply. If the tardy was *unexcused*, the student may begin the test if time remains for that activity (i.e., others are still testing), but additional completion time will not be afforded.

8. Early Sign-Out. Signing out of school early due to medical appointments, family emergencies, or similar situations is acceptable. The student should present a note for the scheduled activity (e.g., dentist appointment, etc.).

8.1. When a sudden (unforeseeable) family crisis arises requiring a student’s early departure, a parent (or parent-designated adult) must either personally sign-out their student, or call a school staff member to arrange for the early departure. Phoned-in parental notice is reserved for these unforeseeable situations; planned appointments are foreseeable, and therefore are expected to have written notice sent from parents to the school office.

8.2. ***In all instances, students must sign out in the office logbook.*** If the student returns to school that same day, he/she must sign back in. Failure to use the office logbook results in an *unexcused* absence.

8.3. The Kenston Forest administration reserves the right to verify and approve early sign-outs. *Upper School students are not permitted to go off-campus for break, lunch, etc., without express written authorization from the Upper School Administrator.* Student tardiness/absence during the academic day to retrieve “forgotten” items such as athletic uniforms, homework, etc., will result in an *unexcused* tardy/absence.

9. Corrective Action. All unexcused tardiness and unexcused early departure is subject to corrective action. If the student desires, he/she may use 1 of the 3 unexcused absence “byes” (detailed above for absences) to avoid corrective action for unexcused tardiness or early departure.

10. Sports Eligibility. An *unexcused* absence affects a student athlete’s eligibility to participate in sports that day. Refer to the *Athletics Handbook* for details.

11. Official Time. The school clock/bell system is set to official world time standards. Parents and students can obtain official time via the link on the school website, under *External Links*.