

# ATTENDANCE

Attendance in school is the responsibility of the parents and/or legal guardian and the student. Below you will find the procedure outlining what needs to occur when your child is absent. We believe that building a working partnership between you; your child and the school will help ensure the top quality of education that your child deserves.

To help clarify our expectations, please read the following:

- Student absences will initially be considered either unexcused or truant. Absences may be changed to excused by:
  - (1) **Sending a note** with your child on the first day back. Please remind your child to give this note to the **office** before school starts or to the classroom teacher.
  - (2) **Calling the school** (776-2600) on the day of the absence or on the first day back from an absence.
- Students who are late for school (**after 8:55**) must be signed in at the office. The first bell is at 8:50 and school starts at 8:55 a.m. If a student;

Arrives after <b>8:55</b> am	Student is <b>LATE</b>
Arrives after <b>9:10</b> am	Student is marked <b>ABSENT</b> for that portion of the day
Leaves before <b>3:30</b> pm	Student is marked <b>ABSENT</b> for that portion of the day
- A student will be considered unexcused if they; (1) are absent from school without parent or guardian permission; (2) leave school without administrative authorization or leave class without permission from the teacher or an administrator.
- Our attendance secretary will make a phone call after a student has been absent for two days.
- If you will be picking your child up early please stop by the office to sign your child out. Your child will be called from class after you arrive at the office.
- Students who will be absent for more than 5 days need to have a “Pre-Arranged Absence Form” completed **before** their absence. This form is available in the office.
- **Attendance Letters** – A computer generated letter may be sent home when a student reaches the following number of unexcused absences - 5, 10, 15. This is done as a courtesy to alert you of a potential problem with excessive absences. After 15 unexcused absences it is possible that the KPBSD Assistant Superintendent will forward your name to the district attorney’s office for truancy.

We appreciate your support and patience. If you have any questions, please do not hesitate to call the school at 776-2600.