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Kilmer Middle School ATTENDANCE POLICIES AND PROCEDURES

Absence from School: If it is necessary for a student to arrive late or be absent from school, the parent or guardian should call (703) 846-8888 before 9:00 a.m. each day. Please leave the following information after listening to the recorded message:

- Your name
- The student's name (spelling last name)
- Date of the absence
- Reason for the absence

If a parent or guardian does not contact the school, every effort will be made by the school to contact a parent or guardian. If contact is not made, a note should be sent to school with the student upon return. **All communication regarding absences should be directed to the main office.** If no explanation is made for the absence, it will be recorded as *unexcused*.

EXCUSED ABSENCE: For the purposes of credit and grading, reasons for excused absences include: illness of student, death in the family, doctor or dentist appointment, religious holiday, suspension, approved prearranged absence, or other reasons approved by the principal or designee.

PREARRANGED ABSENCE: For approval of any excused absence for any reason other than those listed above, parents must send a note to the office at least two days in advance stating the reason and time span of the proposed absence. Upon approval, the student must complete the prearranged absence form requesting homework and class assignments.

TARDY: Students who arrive late with an unexcused reason, but can be seated in their first period class by 8:00 a.m. are to report directly to class. Students who come to school with notes to be excused should report to the main office prior to first period. Reasons for being late, such as oversleeping, missing the bus, traffic or car problems when parents drive, houseguests, and babysitting are unexcused.

TARDY POLICY CONSEQUENCES:

- 3 unexcused tardies/1 unexcused absence will result in a teacher assigned detention.
- 6 unexcused tardies/2 unexcused absences will result in an In-School Suspension.
- 9 unexcused tardies/3 unexcused absences will result in a parent conference and additional disciplinary interventions.

REQUEST FOR EARLY DISMISSAL: Any student wishing to leave school during school hours must bring a written note from a parent or guardian. This note is to be given to the main office assistant, who, in turn, will issue a checkout pass. A parent/guardian must come into the office and sign out their student.

CLASS ATTENDANCE: Students are expected to be on time and in all of their classes. Teachers will monitor on-time attendance, and consequences will be imposed for those who do not comply. Three unexcused tardies to a class equals one absence. Nine unexcused tardies to a class equals three absences and results in a failing grade for the grading period.

PLEASE COMPLETE, SIGN, AND RETURN ATTENDANCE PROCEDURES AND POLICIES SIGNATURE FORM.