



2561 FM544 LEWISVILLE, TX 75056

\* PHONE: 469-713-5977

\*

FAX: 214-626-1714

## Attendance Guidelines

Please refer to the attendance page in the online Student Handbook for complete rules & guidelines.

### What do I do when my Child will be absent due to illness, family medical emergency or family death?

To ensure your child's absence is excused due to the reasons listed above, please **send a note** with your child when they return to school. Phone calls no longer excuse an absence. \*\*\* Emails sent to the attendance clerk will no longer excuse an absence, unless the email has a picture of a hand-written note of explanation signed by the parent attached to the email. 😊

\*\*\*\*\* **SEND A PARENT NOTE WITH YOUR CHILD**

**THE NEXT DAY TO EXCUSE THE ABSENCE.** \*\*\*\*\*

To ensure the absence is excused, the note must be received within 3 days of the absence. Any note **after 3 days** will result in an **unexcused** absence. Medical appointments causing a child to miss **any** part of school must have a medical note for the absence or partial absence to be excused. Vacation days must have a pre-planned absence form turned in preferably 5 days before the absence is to take place.

**Homework** : Your child was given access to all school websites by their respective teachers and should use those sites themselves to retrieve assignments if a computer is accessible or if the student has a District IPAD.

### **Pre-Planned Absences ( i.e. Vacation)**

Absences **not** relating to medical issues or LISD school activities may be excused on a case-by-case basis. Permission must be requested from the Principal of Killian MS **before the child misses school**. Your child can go by the front office at any point and pick up a pre-planned absence form or print the form from KMS' website from the 'Forms' section. The student can bring the form home for a parent or guardian to complete and return the form to the office for the principal's approval. The form should be completed and returned to the *attendance* office up to **5 days prior** to the absence/s. The office staff will evaluate the attendance record, grades and discipline of the student and will forward it to the principal. Within two to three days, the form will be returned to the student, either approved or unexcused. The student will then have one to two days to ask for any available homework. *Teachers are not required to provide homework before the absence.*

**If the procedure is not followed, the absences will be unexcused.** This procedure is also mentioned in the online Student Planner and is sent home each year to all KMS parents in the First Day Packet. This is an LISD policy. Per District Policy, only 5 "Personal Days" per child per year will be allowed.

An **unexcused absence** means that the child will be unable to turn in work missed on that day, and will receive zeros as a result. **10 or more absences within a 6 month period could result in legal action under Section 25.094 of the Texas Education Code for the offense 'Failure to Attend School'**. Please view the new LISD Truancy Prevention Letter to Parents on KMS' website for more details.

### **What if my Contact Information or Home address changes?**

If changes/updates need to be made, please update your info using your Skyward Family Access. For change of address, please send in a current gas, water or electric bill and include your student's name on the bill.

### **How do I take my student out of school during the day?**

If a student needs to leave campus early for a medical appointment, (therapy, check-up, dental, etc.) the parent/guardian\* must come in and sign the student out. A picture ID is required. When leaving the appointment, ask the medical office for a school note in order for the absence to be excused. They can also be faxed to: KMS (214) 626-1714. **If the student bypasses the nurse and contacts their parent themselves, and then leaves school ill, the absence will be unexcused unless a medical note for that same day is returned.** \* Students may only leave with individuals identified as an emergency contact in Skyward.

Ballet/dance/sports appointments are not considered medical unless they are restorative in nature and a therapy notice is provided (i.e. physical therapy) . \*

### **Absence Policy**

A student must attend at least 90 percent of the days that the class is offered. A student who attends fewer than 90 percent of the days the class is offered must attend Thursday Night Schools and/or Saturday School to recoup their absences in order to progress to the next grade. Time spent on night performances/games/school practices/tutoring, etc. **does not** count toward the 90%. It is purely “seat time,” meaning time spent being instructed by a teacher.

### **Accumulating Absences**

Each absence for each class is accrued by period. Missing any part of a class could result in an absence in that class. For example, if a student misses 20 minutes of their 8<sup>th</sup> period gym 19 times due to illness or being signed out by a parent for any reason, that child will either need to repeat the grade, take summer school, attend Thursday night school or have their case presented to the Attendance Committee. See Absence Policy above.

### **Tardy Policy**

A student is considered tardy if they are not in the classroom when the bell is sounded. A student is considered tardy at the discretion of the teacher/team if no bell is applicable. Tardies are cumulative by semester and will be reset each semester for school purposes but continue to accrue throughout the school year for Truancy purposes. Killian consequences for tardies are:

- 1st tardy = warning
- 2nd tardy = warning + parent phone call
- 3rd tardy = 30 minute teacher detention
- 4th tardy = 1 hour teacher detention
- 5th tardy = office referral

All truancies or incidents of skipping class are unexcused absences. This includes late arrival to school. Truancy is a violation of the Texas attendance laws & **truancy charges may be filed with the Denton County juvenile authorities**. A student is considered truant when absent for all or part of the day (**tardy**) without parent /guardian knowledge or consent. Disciplinary action will result according to the Student Code of Conduct. According to section 25.095 of Texas Education Code, if a student is absent from school without an excuse under section 25.087 for ten (10) or more days or parts of days (**tardy**) within a six month period in the same school year: **(1)the student’s parent is subject to prosecution** under Section 25.093; &**(2)the student is subject to prosecution** under Section 25.094.

### **Arriving Late**

If a student comes in so late that they are not in their seat when the first bell of the day rings, they are considered tardy. After the tardy bell rings at 8:45, they **must** enter through the main office doors and sign in at the Front Office. Failure to do so will result in disciplinary action. Unexcused tardies to the first period of school contributes to Truancy Tracking. A Tardy is "part of a day". 10 or more unexcused absences for days or parts of days will result in a truancy charge being filed against the parent &/or student with the Denton Court.

### **Admits to Class**

If a student misses one or more classes, or is tardy to school, they need to sign in at the front office and proceed to the attendance office for an admit. An admit allows the teacher to see if the absence was excused and can give make-up work, or unexcused for a zero grade. It allows teachers to write the time/date that the child can go to get their make-up work - usually before or after school and allows the student to go see their teachers before or after school.