

**KIRKWOOD
HIGH SCHOOL**



**ATTENDANCE
PROCEDURES**

**STUDENTS &
PARENTS**

Kirkwood High School Attendance Manual - Students/Parents

The purpose of this manual is to outline Kirkwood's procedures and expectations regarding documenting attendance and supporting students and families in both maintaining accurate and good attendance. Attendance records are legal documents, and we are dedicated to working with both students and parents to ensure our records are accurate. Any body text that is **bolded** signifies that the following text is a definition in nature.

Attendance is reported to the state, and the data is used for truancy petitions and court proceedings. It is imperative that we work together to ensure documentation about student absences is accurate and up-to-date to avoid unnecessary issues that stem from absences.

Student Attendance in Tennessee

According to Tennessee Code Annotated 49-6-3001, all Tennessee children aged six through 17 are required to attend school. Failure to attend school will result in a referral to juvenile court for chronic absenteeism.

Truancy: (unexcused absences) A Tennessee student is truant if he/she accrues five unexcused absences to include out of school suspension.

Chronic absenteeism: Includes ALL absences, excused and unexcused. A Tennessee student is chronically absent if he/she missed 10 percent or more of instructional days (typically 18 days)

Progressive Truancy Intervention Plan

The purpose of the PTI Plan (PTIP) is to: (1) reduce truancy by addressing the root cause of unexcused absences, and (2) reduce the number of truancy cases referred to juvenile court.

- Parents will receive written notice at five (5) unexcused absences
- Parents may submit the necessary documents to excuse those absences that led to the written notice.
- If parents do not submit such notes after receiving the written notice, the PTIP is then activated.

The PTIP has 3 tiers:

Tier 1: All students and parents will receive information regarding truancy prevention. This information will be provided through the CMCSS website and social media platforms and beginning of the year information.

Tier 2: implemented once a student has accrued 5 unexcused absences. This includes: a parent letter, parent conference, and/or a potential non-compliance truancy petition with juvenile court.

Tier 3: implemented once Tier 2 interventions are not successful and the student continues to accumulate unexcused absences. This includes: required truancy intervention programming for parents/students, a potential non-compliance truancy petition with juvenile court, and or a truancy petition to juvenile court.

If at any time a parent or student becomes non-compliant with the truancy intervention process, the attendance teacher may file a non-compliance truancy petition with juvenile court.

If at any time in the truancy intervention process the attendance teacher elects to file a truancy petition, a manifestation meeting must be held to decide if a student's unexcused absences are a result of his or her disability.

Attendance Record Keeping

1. Teachers are expected to take accurate attendance for every period every day.
 - a. Attendance will be recorded within the first 10 minutes of each period.
 - b. Automated calls for student absences go out daily if a student is not present on our campus.
2. If a parent/student feels there is a mistake regarding a student's attendance, he/she should contact the attendance administrative assistant for next steps.
 - a. The attendance administrative assistant will work with teachers and administration as needed to correct attendance or explain why a student's attendance was coded in a certain way.

Morning Attendance Procedures

1. If a student arrives on campus at 7:30AM or later, he or she should report to the front office to check-in through the Raptor system. The **Raptor System** is the programming utilized by CMCSS to track attendance, screen visitors, and account for any visitors on campus. The student will take the Raptor slip with him/her to class so that the classroom teacher will admit the student to class.
 - a. The attendance administrative assistant will edit the student's attendance as appropriate based on the time of sign-in.
2. Teachers will not admit students to class after 7:30 AM without a Raptor check-in slip or a note from a KIHS employee.

Student Tardiness

1. Teachers will document student tardiness and contact parents if tardiness becomes a recurring issue. Students can and will be referred for support and consequences if tardiness becomes an issue. **Tardiness** is defined as students arriving to class late without a Raptor slip or note from a KIHS employee.
2. When students arrive late to school, they should ALWAYS report to the front office first.
 - a. After 7:30 AM, students must report to the front office to check in. As long as students arrive to class by 7:39AM, they will be counted tardy.
 - b. If students arrive at 7:40AM or later during 1st period, they will be counted tardy absent but need a Raptor check-in slip from the front office.
 - c. If students arrive late during 2nd-7th periods, they will need a Raptor check-in slip from the front office and will be coded as absent or tardy based on how much time they have missed during the current class.
3. If a student is late or out of class for 10 minutes or more, the student is skipping. Student skipping is addressed below.
4. If a student has medical documentation or parent notes for tardiness, he/she should turn them in as soon as possible to the front office.

Student Skipping

1. If a student is late or misses 10 minutes or more of class, the student will be marked tardy absent and referred for skipping. **Skipping** is defined as missing 10 or more minutes of class without an excuse from a KIHS employee.
2. While we want to be reasonable and supportive of students, students can be denied requests to leave classrooms unless a 504 or IEP plan outlines accommodations for students to leave the classroom. If a student is abusing travel outside the classroom, teachers will have conversations with the student and parent to create next steps so that skipping does not continue to be an issue.

School Business Absences

1. **School Business** is defined as a pre-approved trip or excursion organized by KIHS or CMCSS.
2. Student absence will be excused if the student is on a pre-approved school excursion.
3. The attendance administrative assistant will code students on school excursions as School Business (SB) in PowerSchool.
4. Having student absences excused does not erase the need for students to make up any work they may have missed while on School Business.

Student Schedule Changes

1. The Counseling Center and teachers communicate student schedule changes, but ultimately, it is the student's responsibility to know where he/she should report and report to that location.
2. Schedule changes are made through counseling and often require administrative approval.

Student Campus Departure

1. Once on campus, students must be checked out by an individual on their emergency card or have administrative approval to depart campus.
2. If a student has a note to check-out during the school day, this note must be given to the front office prior to 7:30 AM for verification.
 - a. Verified student check-outs will be included in the daily announcement sheet.
3. If a student departs campus without permission or without checking out appropriately, this is considered leaving campus without permission and will likely incur discipline consequences.
 - a. A student who is 18 years of age cannot sign him/herself out unless he/she is legally self-emancipated.
4. Front Office Staff cannot give permission over the phone to dismiss students from campus. Administration reserves the right to consider phone dismissals on an emergency basis only.

Late Arrival, Early Dismissal, and Aiding Periods

1. Late Arrival, Early Dismissal, and Aiding Periods are all privileges that are typically only extended to seniors. These privileges can be revoked if students are not meeting behavioral or academic expectations.
2. If a student has late arrival, he/she is responsible for reporting to campus on time. If a student has Early Dismissal, he/she is expected to depart campus on time.
3. If students demonstrate poor attendance, and revoking Late Arrival or Early Dismissal could potentially help, administration will consider this as an option to support students.

4. If a student has an aiding period, he/she must report to his/her assigned location because attendance is taken during these periods.
5. Students complete a parent permission form during registration to gain approval to arrive late to campus or depart early for these opportunities. Because of this, further parent documentation is not required.
6. **Late arrival** means that a student elects to have first and/or second periods listed as late arrival on his/her schedule and does not report for any late arrival periods. **Early dismissal** means that a student elects to have his sixth and/or seventh periods listed as early dismissal on his/her schedule and departs campus early prior to any dismissal periods. **Aiding periods** are periods listed on the student schedule that assign students to a teacher to provide support with small tasks that help the instructor.

Late Buses and Attendance

Kirkwood High School does have late buses and works with students and attendance to ensure student attendance is accurate with consideration to late bus travel.

1. When a student rides a late bus, he/she needs to ensure that he/she obtains a late bus pass.
2. If a student arrives to campus, and first period attendance has already been taken, the first period teacher will complete an attendance change form to ensure the student's attendance is updated to present.
3. Parents should keep in mind that while a student using a late bus may appear absent for a period initially, the attendance administrative assistant will clean any attendance errors up as the day progresses.

Makeup Work Following Absences

1. It is the student's responsibility to secure makeup work when he/she is absent, excused or unexcused.
 - a. Keeping up with classroom activity on Google Classroom and PowerSchool is recommended.
2. A student has the same amount of days he/she was absent to complete and submit any makeup work.
 - a. For example, if a student misses class on Monday and returns on Tuesday, the student's makeup work from Monday should be submitted to classroom teachers on Wednesday.
3. As much as possible, students should make teachers aware of absences prior to the date the student will be absent and ask for makeup work in advance of the absence.

Parent Notes to Excuse Absences vs. Dismissal Notes

All students have 5 Parent Notes per year to excuse absences without further support from a medical professional. It is a wise idea to save these notes for minor illnesses that do not require medical intervention to treat. Ultimately, parent notes can be utilized for any absence type.

Junior and Senior students may take up to 3 college or technical school tours per year and claim these as excused absences. Students must submit visit documentation from the institution, which includes their name printed by that institution.

Notes can also be used for students to check themselves out from school. These notes must be submitted to the front office by 7:30 AM on the day of the absence so that the front office has time to verify the note.

Any attendance notes should be placed in the black dropbox located outside of the attendance administrative assistant's office.

Necessary components to a parent note are:

- Complete name of the student (first, middle, and last)
- Dates of absences to excuse or dates student should be dismissed
- Reason for the absence or dismissal
- Parent/Guardian's name and phone number
- Student's grade level
- List whether the parent note is for dismissal, excuse of absence, or both
 - If a dismissal note does not indicate the student's absence should be excused, any dismissals will incur absences for any periods a student isn't in class.
- Signature of the parent/guardian

Excused and Unexcused Absences

Please see below for the most common types of absences and the documentation or action needed to support the absences. If there is a situation outside of those outlined below, students/parents should contact the attendance administrative assistant for further guidance.

Any attendance documentation or supporting materials should be turned in to the front office immediately upon a student's return or before the absence if possible.

If a student is absent 10 days in a row, he/she will be withdrawn and dropped from Kirkwood's student roster. In order to become a Kirkwood student again, an individual will be required to complete the registration and enrollment process.

Absence Type	Explanation/Notes
Unexcused	
Standard Absence (AU)	In the absence of an approved excuse note or after use of 5 parent notes, absences are coded as unexcused.
Out of School Suspension (OSS)	Anytime a student is absent due to OSS, it will always be counted as an unexcused absence.
Senior Skip Day or organized skip days for other grades or student groups	KIHS does not sanction, support, or excuse "Skip Days" for the senior class or for any other grade level or student group.
Excused	
School Business (SB)	The school will code this absence appropriately. No parent/student action is required.

COVID-related illness (CQ)	Medical documentation MUST be required to include a COVID test from a medical facility. Positive home tests do not prompt excused absences.
Medically Excused (ME)	Student must be the patient and have a note from a doctor, dentist, therapist, etc.
Parent Note (PN)	Student is absent and uses 1 or more of his/her 5 parent notes for the school year.
Court Documentation (AE)	Student was required to be in court. Student MUST present court documentation to support these absences.
Military Deployment (AE)	Student is out due to a parent being deployed. Student MUST present military deployment paperwork to support these absences.
Funeral (AE)	Student is absent to attend a funeral. An obituary or funeral program must be provided to support these absences.

Other Attendance Codes

Additional attendance codes that Kirkwood may use to categorize attendance are below:

Code	Meaning	When to Use It/Why It's Used
TU	Tardy - Unexcused	Student comes to class late without a note excusing his/her tardiness.
TA	Tardy - Absent	Student has missed 10 minutes or more of his/her class but has been present for that period.
HB	Homebound	Student is receiving homebound instruction for a medically supported reason.
ISS	In-School Suspension	Student is in ISS for the day. Teachers will send work to ISS if applicable. This code does not count a student absent.
RP, RU, RE	Alternative School	The student is at Alternative School and is either: Present (RP), Unexcused Absence (RU), or Excused Absence (RE).
K	K-Coded	The student is "K-Coded" and receiving support or treatment at an off-campus facility for medical or legal reasons.
ED	Early Dismissal	A student has one or more early dismissal periods included in his/her schedule.

Attendance Points of Contact

For additional questions not addressed in the document above or any attendance errors, please feel free to contact the attendance administrative assistant with the email below:

Attendance Administrative Assistant: Christina Ramirez, christina.ramirez@cmcss.net

Administrator: Brandy Walker, brandy.walker@cmcss.net