

Kenwood K-8 Center Upper Academy

ATTENDANCE POLICY

Students' class attendance and academic performance are mutually integrated. In an effort to provide a positive educational program, Kenwood K-8 Center has implemented the following attendance/tardy procedures in accordance with School Board Rule 6Gx13-5a-1.041, Student Attendance:

Students who are absent must bring a note to their homeroom teacher, **within 72 hours** after they return from their absence(s). Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

The note should include the students' name, student ID#, the date(s) of the absence, the reason for the absence, and a parent signature.

After **five (5)** absences within the school year, each student will be required to have a note from a doctor, hospital, court, etc.

A student accumulating **ten (10)** or more unexcused absences in an annual course or **five (5)** or more unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee.

The following are considered excused absences:

- Illness of student
- Medical appointment
- Death in family
- Observance of religious holiday or service
- School-sponsored activity

¾ ALL OTHER ABSENCES ARE UNEXCUSED

Students granted an excused absence have the right to make up all class work within three (3) school days upon the return to school. **It is the student's responsibility to request work from his/her teacher upon returning to class. Unexcused absences do not require that the teacher provide make-up work for the student.**

TARDY POLICY

Students are to be in class by 8:35AM. Teachers open their doors to receive students in class by 8:20 AM. **Students will be tardy to school after 8:35 AM.** Student's arriving after 8:35 AM must report to the Annex Cafeteria. **Students arriving after 9:00AM must be accompanied by a parent and report to the Annex Office.**

The following are considered excused tardies:

- Medical appointment (a note from the doctor required)
- Illness of student (a note from parent with an explanation- **1 allowed per nine weeks**)
- School-sponsored activity
- Car accident (a note from parent with an explanation)

¾ ALL OTHER TARDIES ARE UNEXCUSED

DISMISSAL/TRESPASSING

All students must be picked up by 3:05pm (1:50 pm on Wednesdays). Students not picked up by 3:20pm (2:05pm on Wednesday's) will be brought into the Annex Office. Any students on the campus after 3:20pm who are not participating in a school approved activity will be considered as trespassing.

EARLY DISMISSAL

Kenwood K-8 School has a closed campus policy. Students must stay on the grounds from the time they arrive, even if

first period has not yet started, until dismissal. Students will be dismissed for appointments through the Annex Office following a request by the parent/guardian, in person, at the Annex Office. **We will not dismiss students after 2:35 PM (Wednesday at 1:20 PM).** Students will not be allowed to check out on their own to walk home, or catch the Metro bus or a taxicab. **Students will be released only to those persons authorized on the emergency contact card.** **Proper identification in the form of a photo ID is required.**