

ATTENDANCE & TARDY POLICY

ATTENDANCE

Parents are asked to call KISD Early Childhood Programs (257-1335) before 9:00 a.m. to report the reason for their child's absence **each day** the child does not come to school. Early Childhood staff will attempt to contact all parents who have not reported absences by 9:00 a.m. This contact may include phone calls, home visits or calling other persons on the contact list to verify the reason for the absence. When no contact has been made, the following process will begin:

- The Parent Involvement Coordinator or their designee will attempt to contact the family by phone for 4 consecutive days.
- On the 5th day, a home visit will be made to determine if family assistance is needed.
- Early Childhood staff will continue to attempt to make contact with the family; if no contact is made after 10 consecutive days, the child will be withdrawn and placed on the waiting list.
- A letter will be sent to parents monthly if their child has accumulated more than three absences in a semester.
- Attendance concerns may require parents to attend a Early Childhood Attendance Meeting.

When a child returns to school after an absence, a note from a doctor or parent / guardian must be received *within three days*; this note should explain the reason for the absence.

TARDY

Children are to be present in the classroom by 8:05 a.m. each day (12:05 for afternoon PreK). The gates will open for the parents at 7:50 a.m. and will be relocked at 8:05 a.m. (12:05 for afternoon PreK).

A child is classified as tardy if they come in after 8:05 a.m. There are times that tardiness is unavoidable but if a child is tardy, they will be signed in through the office and the parent will be given an Admittance to Class slip. The slip will be given to the teacher upon entrance into the classroom.

In order to provide the best learning environment for all students, the following procedures will be followed in addressing students who are tardy.

1st, 2nd and 3rd tardy: (per semester)	Reception Secretary may verbally remind the family who signs in late
4th tardy: (per semester)	Notices will be sent monthly and direct contact will be made with family to assess the possible cause of continues tardies
5 th or more tardy: (per semester)	The tardy record will be reviewed and an individual intervention may be planned at that time (i.e. parent conference, home visit, etc.) to address the cause of excessive tardiness. Excessive tardies can be considered an absence.