



## USD 407 Attendance Policy (Things to Know)

Dear Parents,

This letter is to remind you of the current USD 407 Attendance Policy and to provide clarity. It is our goal this school year to drastically reduce our chronic absenteeism rate and to set our students up for success today, tomorrow, and in the future.

### Excused Absences:

Students are expected to be in school each day unless excused for:

- Personal illness
- Health-related treatment, examination, or recuperation
- Serious illness or death in the family
- Obligatory religious observances
- Participation in district-approved or school sponsored activity or course
- Absences pre-arranged by parents and approved by the principal
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment

### Things to know:

- The reasons listed above are only excused if parents/guardians have made contact with the school.
- Any other absence will be **unexcused** unless approved by the principal **prior** to the absence.
- After 7 absences, absences for reasons listed above will be considered **unexcused** until professional documentation is provided. (See section below)

### Absences Per School Year:

USD 407 has specific thresholds set for attendance monitoring. All absences, **regardless of excused or unexcused**, count toward these thresholds. They are below:

- **5 Absences:** A letter will be sent home and a phone call will be made.
- **7 Absences:** A meeting will be scheduled to develop an attendance contract. Any absence after this will require professional documentation.
- **10 Absences:** A meeting will be scheduled to review the attendance contract. Any additional absence will be made-up after school as determined by the principal.

### Things to know:

- Students will be marked **unexcused** if parents have not contacted the office before 9:00 a.m. on the day of the absence.
- Absences will be taken into consideration in the promotion or retention of a student.



# RUSSELL COUNTY USD 407

802 North Main Street, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · [www.usd407.org](http://www.usd407.org)

---

## **90% Attendance for Activities/Athletics:**

Students will be deemed ineligible to participate in activities/athletics if the attendance rate of the student falls below 90%. This policy will be consistent with the eligibility policy regarding academics. Both reports will be run at the same time.

## **Truancy:**

In accordance with Kansas State Statute K.S.A. 72-3121, the building principal shall report students who are inexcusably absent from school to the appropriate authority. Students 13 and under shall be reported to the Kansas Department of Children and Families (DCF) and students over 13 shall be reported to the county or district attorney.

Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year, whichever comes first. It is that policy of USD 407 that regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not an imposition, and, therefore, encourages regular and punctual attendance of students to fulfill assignment requirements as scheduled.

Respectfully,

Jordan Perez  
USD 407 Superintendent