

KIMBROUGH MIDDLE SCHOOL ATTENDANCE GUIDELINES

General Attendance Rule: We do not excuse absences for students who leave school early for reasons other than their own medical needs. **If a student feels ill and needs to go home, he or she must first go to the clinic for evaluation.** Our school nurse will make a parent contact and release the student from school.

Truancy Laws: According to the State of Texas, children between the ages of six and eighteen are required to attend school each day for the entire period that the school is in operation. **Students who accumulate ten or more unexcused absences in a class within a six-month period, or three or more unexcused absences within a four-week period are considered truant by the State of Texas.** When this occurs, it is the legal responsibility of the school district to file a complaint with the proper court against both the parent or guardian and the student. (Class C Misdemeanor.) A truancy-warning letter will be mailed to the student's home address when a student has incurred two unexcused absences in a four-week period.

Calling in for absent students: Anytime a student is absent from school, the parent or guardian of the student should call the school attendance office by 10:00 AM with the reason for the absence at (972)882-5902. All absences are considered unexcused if we do not receive a call, and students are not permitted to make up work missed in class. **We do not accept written notes for absences; it must be a phone call.**

Unexcused absences: Absences are excused if a student attends a doctor/dentist appointment or has a court date and can provide documentation upon return. Students who are ill are excused if the parent calls in for them **on the day of the absence.** A student who misses three days of school consecutively must have a doctor's note to excuse the absences **after** the initial two days. If a student is excessively absent due to illness, he or she will need a doctor's note for any future absences. We excuse one day absences for students who attend the funerals of immediate family members.

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What type of absence is unexcused: Going out of town, visiting family, taking vacations, or other “personal” reasons are not considered excused absences; Our expectation at KMS is that our students will be present every day that school is in session. Still, certain situations arise which require students to miss school. We ask that parents work with the school to keep those situations to a minimum and contact the attendance secretary prior to absence.

Arriving late or leaving early: When situations do arise where students miss a portion of the school day, it is essential that they sign in or out in the office. This is our documentation of their location when not in school. Students who leave early or arrive late without signing in will be marked unexcused from the class missed.

Tardies : The tardy bell rings at 8:15; students who are late must sign-in in the office. After 8:30 the student will have an unexcused absence. After the 10th tardy to 1st period all tardies thereafter will be unexcused absences. There is no such thing as an excused and unexcused tardy.