

## Before & After School Expectations and Attendance

Kennedy does NOT have staffing allocated to supervise students beyond normal school hours. Please make arrangements for your student to leave campus after classes are dismissed. It is an expectation that all students have a planned departure from the campus after school. Students not involved in school sponsored activities or working with a teacher after school **must leave the campus by 3:15 p.m. on regular dismissal days and 1:45 p.m. on early dismissal days.** Students walking home are expected to leave as soon as they have completed school-related matters.

First period begins at 7:50. Students should not arrive on campus prior to 7:25 a.m. unless they are involved in a supervised activity on campus.

Attendance Policy Changes:

Attending school every day is essential to putting academics first. Therefore, the following policies and rules exist regarding attendance at Kennedy High School:

- All absences from class are automatically coded as unexcused. For an absence to be excused, a parent/guardian must call the Attendance Office (558-2449) the day the student is absent. Documentation may be required by school administration in instances of chronic or repeat excused absences. The school reserves the right to deny excused absences in cases where documentation is requested and not provided.
- School Activity absences are excused.
- Chronic illness excusals will be handled by a Facilitator, Administrator and/or a counselor on case-by-case basis.
- Tardy: Students are expected to be in class, in their seat before the bell rings for class. Students who do not meet this standard are marked tardy. Additional information:
  - Students who are late to class within first five (5) minutes of class without a pass should be marked **tardy**.
  - After 5 minutes, students who arrive without a pass should be marked **absent** from class. The teacher should notate that student arrived for record keeping purposes.
  - Three (3) tardies will count as an unexcused absence for purposes of determining level of intervention on absenteeism triage.
  - Teachers may impose an in-class consequence for tardies in addition to the items identified above.

### Absenteeism and Make-up Work

In accordance with District policy, for students who miss class for any reason, it is expected that upon return, the student will make arrangements with teachers to recover missed learning and tests/quizzes/assignments/school work. **It is the student's responsibility to set this up, procure missed content, and complete all work.** In instances where a long-term project was due on a day of absences,

it is expected that it be turned in immediately upon return. Work assigned while the student was absent should be completed and turned in within three school days of their return in order to earn full credit. After three school days, the teacher may impose penalties on credit earned at their discretion in accordance with their classroom policies. Students are strongly encouraged to keep up with learning and assignments during any absence via Canvas or other means.

#### Chronic Absenteeism and Course Drops

Students who have logged four unexcused absences in a course will be contacted for a meeting with a member of our Learning Supports Team, their parents, and possibly other support staff. At this meeting, there will be a discussion of ways to provide support for better attendance. Consequences for continued absences will be discussed as well. An attendance contract may be established as well.

Students who have earned nine unexcused absences in a course in a single semester will be dropped from that course. A meeting will be held with school staff, the student, and parents to discuss possible Terms of Reinstatement for the course in question with specific requirements to allow the student to remain in the course. If there is a violation of the Terms Reinstatement or a refusal to attend a Reinstatement meeting on the part of the student or parents, the student will be dropped from the course with an F as the grade. The student will be required to take the course again to replace that grade.

For students with more than fifteen days of unexcused absences during a single semester, the school's Attendance Facilitator will refer them to the CRCSD Truancy Officer for a Truancy Hearing. For students of compulsory education age, a referral to the County Attorney will also be made.

Excused tardies to school will be handled at the Attendance Window. Excused tardies include: doctor/dentist/legal appointments, medical necessity, and late bus. **Parents will need to call in excused tardies to 558-2449.**

If you have questions about Cedar Rapids Community Schools bus routes, please call the district's transportation office at 558-2318. The city bus route #4 passes by Kennedy High School on 42nd Street. Please check the city bus schedules for current arrival and departure times. The city transportation department phone number is 319-286-5573 and the website is [www.cedar-rapids.org/transit](http://www.cedar-rapids.org/transit).