

**Tri-City Day School Staff**

**2023-2024**

**Administration**

Craig McDaniel – Administrator  
Andrea Aguilera – Licensed Master Social  
Worker  
Tonya Nelson - Secretary

**Special Education Teaching Staff  
& IEP Case Managers:**

Amy Dempsey  
Tiffany Meairs

**Physical Education Teacher**

Colton Flax

**Nurse**

Tracy Chace, RN

**Library**

Jenn Call

**Paraeducators:**

Cassie Augustyn  
Tracy Blanco  
Rachel Burnah  
Kelli Curry  
Briley Gillis  
Lara Gossage  
Michelle Kelly  
Amie McDaniel  
Jordan Nooney  
Bambie Storlie  
Bobbie Whitworth

**Custodian**

Luella Griswold, Lead Custodian  
Karen Larson, Night Custodian  
Bud Mitchener, Night Custodian

**Kitchen Staff x2126**

Bob Fimple  
Carol Rotramel

### Prohibited Clothing/Appearance

The staff at Tri-City Day School reserves the right to alter or require the removal of the prohibited item. Students may be asked to return home when their appearance is inappropriate.

Items prohibited are as follows:

- Dog collars, metal beaded chokers/necklaces,
- Any item made of hemp
- Jewelry that exaggerates its intended use; this includes clothing or jewelry that expresses crude or suggestive slogans or promotes drug/alcohol use.
- Any clothing that exposes an excessive amount of skin, including but not limited to; muscle shirts, tank tops, short-shorts, short dresses/skirts, biker shorts, transparent clothing, compression shorts, midriff shirts, spaghetti strap tops, “sagging” pants, low-cut pants, or revealing clothing. A guideline to be used to check clothing: If you can see your bellybutton with your arms fully extended upwards, your shirt is too short. If you can touch skin with your arms fully extended downward by your sides, your shorts, pants, dress, etc. is too short.
- Any type of underwear worn as outside attire.
- Underwear that can be seen by others due to sagging or any other reason including “low rise” jeans.
- Clothing that advertises the following or any other inappropriate advertising as determined by a Tri-City Day School staff member: occult; witchcraft; alchemy; sexually related themes; militias; hate groups; guns; tobacco; drugs; alcohol; Satanism or any other symbols deemed inappropriate by the staff.
- Clothing with suggestive, vulgar, or obscene writing pictures or symbols
- Any item/color that gives the impression of any gang affiliation. (See “gang” section)
- Chains including wallet chains or any other items that may be used as a weapon.
- Tattoos that give the impression of gang affiliation, or are suggestive, vulgar, or obscene.
- Body piercing that interferes with the learning environment.
- Dangerous footwear that includes, but is not limited to steel-toed boots, skate shoes or other non-typical types of shoes that may cause injury or security issues. Students may be asked to wear alternative footwear. The administrator or designee will make these determinations.
- Hoodies or any type of coat or jacket with a metal zipper.

Staff may at any time request removal of any article that is felt to be inappropriate or distracting to the classroom. Students who are in violation of the dress code will receive consequences ranging from being asked to change, having the items confiscated, altering their clothing, or other disciplinary action. Each situation will be handled on an individual basis.

### Attendance Policy

Tri-City Day School is committed to the philosophy that students should attend every day. We believe that the major responsibility for regular school attendance belongs to the parent and student. Consequently, the following regulations have been adopted:

- **The student’s parent/guardian should contact the school by 7:45 a.m. each day the student is absent for any reason.** Any absence will be regarded as unexcused if the school is not notified by phone call or personal visit from the parent/guardian within one school day (24 hours) when a student is absent for any reason. An attempt will be made to notify parent/guardian who has failed to call the school on the day of the absence.
- Absences related to school approved activities, waived by an administrator, or resulting from homebound education will not be included in the attendance policy.

Attending school every day will help children as they progress through their academic careers. Helping your child get to school on time every day is an important way you can promote your child’s academic success. KS Statute K.S.A. 72-3121 states that a child is required by law to attend school (see statute below).

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

#### Chronic Absenteeism:

According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

#### Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

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

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

#### Unexcused Absences from School:

A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.

#### Excessive Absence:

Parents may excuse students up to ten (10) absences per year without the need for documentation of an appointment from a health care provider. Each absence after the ten (10) per year will automatically become an unexcused absence unless a note from the health care provider is given and accepted by the administration. Exceptions: Students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed physician will be exempt from this provision. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.

K.S.A. 72-3121 (d) (1): Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the

provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

**Vacations:**

All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

**Healthcare Provider Appointments:**

To be excused, all appointments made with a healthcare provider after the district's absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one half-day for these appointments.

**School-Sponsored Activities:**

All absences which result from students participating in school-sponsored activities will be excused. These absences do not count toward the district absence limit or will be counted towards chronic absenteeism. Students who miss class for school-sponsored activities need to make arrangements in advance with their teachers for their make-up work.

**Military Families in Attendance:**

Students of active-duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

**Significant Part of a School Day/Class:**

An absence of two or more hours in any school day shall be considered a half-day absence at all elementary buildings (grades K-5). In secondary buildings (grades 6th-12th), students who miss more than 25% of a class period will be considered absent for that class period.

**Make-Up Work:**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of absence. Exceptions to this rule can be made through special arrangements with the teacher or administration. Tests, which have been scheduled in advance, and long-term assignments, must be completed on arrival back to school.

**Permission to leave the building:** Parents/guardians must arrange ahead of time with school staff for a student to leave the building during the school day. No student will be allowed to leave the building without parental permission except in cases of emergency, illness, or unless a designated parent/lawful custodian comes to get them.

***Leaving without permission will result in an UNEXCUSED ABSENCE.*** Students leaving first and having parent/guardian call later to excuse the absence will **not** be considered excused.

Students leaving the campus without permission are considered a runaway and the police will be notified. Students will be subject to immediate disciplinary action for leaving the campus without permission.

**Truancy Policy**

Truancy is the absence from assigned class without authorization. The student's teacher or an administrator must be notified of parent authorized absences before the fact and not afterwards. Only extreme emergencies should be taken care of on an after-the-fact basis.

***Students of Legal Age***

- Parents/guardians are responsible for excusing students unless a student is legally emancipated or residing in an independent living center and guardianship has been established. Students are responsible for following the attendance and check out procedures as stated in this handbook.
  
- Eighteen-year-old students who **do not live** with a parent or guardian or are residing in an independent living center may **excuse themselves** for days absent. All school correspondence will be sent to them directly. When a student of any age is not living with a parent or guardian, the administrator in charge of attendance will make student contact. At that time the student will be notified that for any future absences;
  1. A doctor's statement will be required within 48 hours of the absence.
  - or**
  2. The administrator will make the determination as to whether the absence is excused or unexcused.