

## **KELLY LANE MIDDLE SCHOOL ATTENDANCE AND CELL PHONE POLICIES**

**Listed below are a few reminders regarding the District's attendance policy:**

1. When a student is absent from school, the student **must** bring a note to the Attendance Clerk upon returning to school. The note must be signed by a parent or guardian and state the reason for their absence. A note signed by the student will not be accepted. It must be from a parent, guardian, doctor or health clinic.
2. A student absent for more than **three (3)** consecutive days because of a personal illness may be required to bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.
3. If a student has **six (6)** or more "undocumented" absences within a six week period, a warning letter from the principal may be mailed to the parent or guardian regarding these absences. **Ten (10)** or more "undocumented" absences could result in a hearing between the parents, the Attendance Review Committee and a County Judge.

Non-school related, "undocumented" absences cannot be changed in the school's system unless a note from a parent or guardian, or doctor or health clinic can verify the student's absence, has signed the note, and the student delivers it to the school's Attendance Clerk or front office receptionist. Remember, when your student is absent, **always** send a note to school within **five (5)** days, so their absence can be documented! Notes can also be faxed to Mrs. Nitsche, Student Records/Attendance at 594-2805. **Remember, no note = an "undocumented" absence.**

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**CELL PHONES:** The District permits students to possess cell phones; however, once the student enters the building, "his/her cell phone **MUST** remain out of sight and turned off during the instructional day". The use of cell phones in locker rooms or restroom areas at any time while at school is also prohibited. Teachers and other staff will collect these items and turn them in to the School Resource Officer (SRO). Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the cell phone or other electronic devices (i.e., electronic games, MP3 player, iPod, etc.). Cell phones will **not** be released to the student or student's older sibling, and the school **may** charge the owner for the release of the cell phones or other telecommunications devices (see below).

### **KLMS Cell Phone Confiscation and Return Policy:**

**1<sup>st</sup> Offense by Student** = Parent must sign for and pick up their student's cell phone in the SRO's office during the hours of 8:10AM – 3:35 PM; no exceptions.

**2<sup>nd</sup> Offense by Student** = \$15.00 fine, and parent must sign for and pick up their student's cell phone in the SRO's office during the hours of 8:10 AM – 3:35 PM; no exceptions.

**3<sup>rd</sup> Offense by Student** = Cell phone will be locked up until the last day of school; parent must sign for and pick up their student's cell phone in the SRO's office after school is out at 3:35 PM; no exceptions.

If you have any questions regarding the school's cell phone policy, please contact one of the Assistant Principals (Ms. Marques, 6<sup>th</sup> grade; Mr. Seiferman 7<sup>th</sup> grade; Ms. Franklin, 8<sup>th</sup> grade).