

## **KCS Attendance Policy**

Students may be excused from school for up to ten days for the following reasons:

- Personal illness
- Death in the family
- Illness of immediate family member

- Extreme weather conditions

- Religious observances

- Family Emergencies For

each absence from school, a written note stating the reason for the absence must be sent to school within five days of the child's return to school. After five days, the absence will be unexcused.

Each student is allocated up to 10 school days that will be excused by a parent note.

After all 10 parent notes are used; a medical note must be submitted to get the absence excused.

## **SKE Tardy Policy**

Students must arrive to school before 7:45 a.m. in order to be on time. Any student arriving after 7:45 a.m. must be signed in by a parent or guardian in the office to receive a tardy slip. All SKE students begin the day with instruction at 7:45 in the morning. When students are tardy, they miss important learning opportunities and may fall behind academically. Tardiness can impact student success!

South Knoxville Elementary  
School  
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**SOUTH KNOXVILLE  
ELEMENTARY SCHOOL**

**Be a HERO!  
HERE  
EVERYDAY  
READY  
ON TIME**

## BE PRESENT, BE POWERFUL!

GOOD SCHOOL ATTENDANCE MEANS...



**ELEMENTARY STUDENTS**  
read well by the end of third grade



**MIDDLE SCHOOLERS**  
pass important courses



**HIGH SCHOOLERS**  
stay on track for graduation



**COLLEGE STUDENTS**  
earn their degrees



**WORKERS**  
succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



# BEING ON TIME MATTERS!



## Did you know?

**School starts at 7:45 a.m., but your student can arrive at 7:15 a.m!**

**Here are some advantages to arriving at school at 7:10 a.m.: At SKE, every student who arrives on time will have plenty of time to enjoy breakfast. The SKE Morning Announcements starts at 7:45 a.m., where your student will receive important information school events and celebrations! Arriving on time will give your child time to get ready for the day and not feel rushed to get started.**

## What can

### Parents/Caregivers Do?

- Set a regular bedtime and allow for plenty of sleep. The American Academy of Pediatrics recommends that children ages 6 to 12 years of age should have between 9 and 12 hours of sleep per 24 hour period.
- Set a morning routine. Lay out clothes and pack backpacks the night before. Many times children can choose and lay out clothes themselves.
- Don't let your child stay home unless he or she is truly sick. Absences add up!
- Teachers and the school counselor are available to help students who feel anxious about going to school. We have many resources and are here to help!
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and trips when school is in session.
- Remember that students have the option to ride the school bus. When students ride the school bus they are never tardy!