

MESSAGE FROM THE DESK
Of
ANGELA HENDERSON
SCAPA SECRETARY

***SCHOOL ATTENDANCE POLICIES AND PROCEDURES REMINDER**

ATTENDANCE OFFICE HOURS: 8:00 AM TO 4:00 PM DAILY
MAIN OFFICE PHONE: (859)381-3332

Reporting Your Child's Absence

Please call and report your child's absence by 10:00 AM in addition to sending the written note following the absence. An absence remains unexcused, even if it is an excused reason, until we receive the written note with a signature. The written note **MUST** be received within three (3) days of the absence.

A student that is absent or leaves early during the school day for out-of-town family trips, U.K. games, lessons, tutoring, etc. are **UNEXCUSED** absences.

A phone message will go out every day around 11:00 AM for those who are tardy or absent unexcused. This is an automated message from the electronic attendance messenger.

You will receive notice from SCAPA upon the 6th cumulative unexcused absence. If your child accumulates nine unexcused absences within the school year, either the SCAPA or FCPS Pupil Personnel at IAKSS shall send a final notice to the parent/guardian informing him/her of the possible legal consequences of the accumulated unexcused absences.

Parents will be notified of excessive (more than five in any grading period) student unexcused tardies, including arriving to school tardy and tardy to class during the school day.

(See the [2022-2023 FCPS Statement on Expectations and Responsibilities: Code of Conduct Student Guide](#), pages 31-35 for more information.)

Requesting Homework/Make-Up Work

Your child is allowed two days to make-up missed work for each excused or unexcused absence. For example, if your child is absent on a Monday, they have until Wednesday of that week to make-up the missed assignments. If your child is out for more than one day, you may want to request assignments before they return. When you call in the absence prior to 10:00 AM, please state if you would like to pick up the assignments that day. Teachers will be alerted to have assignments ready for those students to pick-up after 3:00 PM.

Arrivals and Departures from School

If you need to pick up or drop off your child during the school day (after school has officially started or before it has ended), **you are REQUIRED to come in the school and sign your child in/out.** This also includes morning tardiness (excused or unexcused) to school. Checking a student in or out needs to be accompanied by a note. The note should state the reason and include the parent/guardian signature and date.

When you come into the school, please specify, on the student sign-in/out sheet, the reason for the tardy or early pick up. **IF YOU SIMPLY STATE, "APPOINTMENT" AS THE REASON, IT WILL BE COUNTED AS UNEXCUSED.**

The check-out process will not begin until you come into the office with the proper identification. **Do not call and ask that your child be waiting upon your arrival. Please allow enough time for the check-out process.**

Forms for certain occasions (Must request when needed)

Good Shepherd Policy Form - Complete one of these, at least one week in advance, when your child is involved in non-SCAPA performances. **If a form is not received then the event is unexcused.**

Educational Enhancement Opportunity Form - Complete one of these for educational trips, **at least two(2) weeks** in advance. A good plan would be to complete both forms if your child is involved in a non-SCAPA performance.

TRANSPORTATION CHANGES

Please send all written request for changes with the student. If you wish to send via e-mail, see address below. All changes **MUST** be received by 2 p.m. Our office staff deliver all changes to students shortly after 2. There is no one to deliver changes after 2. Please help us to ensure your child is transported safely and correctly to their destination by adhering to these guidelines.

For a complete guide of attendance policies please refer to your Statement on Rights and Responsibilities and Student Code of Conduct Booklet.

E-mail address scapaoffice@fayette.kychools.us