

II ATTENDANCE INFORMATION

ABSENCE PROCEDURES

Research indicates that one of the key ingredients of successful students is regular attendance at school. Absences can have a negative effect on a student's performance, and many times the work missed cannot be duplicated due to the nature and extent of the instruction provided. This policy is not intended to be punitive, but to stress the importance of regular attendance.

Students who are absent from school should have their parents call the school (222-1451) **BEFORE** 9:30 AM on the day of the absence. The school reserves the right to verify any absence and to call the parent/guardian at home or work if the parent/guardian has not notified the school of the absence. High school visits will not be considered for approval as Educational Enhancement Opportunities. Parent notes will be required to excuse absence.

According to Board Policy #9010.01, a student may accumulate a total of ***eight*** full day absences per year. Physician's authorization or other credible proof will be required for each subsequent absence beyond the eight-day limit. Depending upon the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. The Board does not accept blanket notes for absences.

Upon returning to school after an absence, students **MUST** present to the attendance clerk in the front office with a written note signed by a parent, guardian or physician explaining the nature and dates of the absence. This written explanation is required regardless of phone contact. The student must check in with the attendance clerk in the front office (between 8:30 a.m. & 8:55 a.m.) in order to receive an admittance slip.

Students who are not present in their first class at 9:00am are automatically marked with an unexcused absence. Absences will be considered "excused" if the note indicates illness of the student, death in the family, 4-H, family trip, or other absence covered by state statutes. Family trips are strongly discouraged during the school year. If parents plan a family trip necessitating the absence of students from school, written notification **MUST** be sent to the attendance clerk **at least five days prior** to the trip. If the absence is for an unexcused reason or if the student fails to bring a parent/physician note, a pink unexcused admission slip will be issued. The student will have 5 days to bring in an acceptable note to change the absence to the excused category. If a note is not turned in by the end of the 5th day, the absence will remain permanently unexcused. Assignments missed due to an absence may be made up for full credit. Any student who cuts school or a class will make up the missed time in Saturday detentions.

If a student is absent on the last school day before or the day after October break, Thanksgiving break, Winter break, Spring break, while the student's class(es) are on a field trip, the Thursday before the Kentucky Derby, or absent on any day during which students are taking state assessment tests, the

student must provide a physician's statement or other credible proof to excuse the absence. This proof is required regardless of the total number of absences the student has accumulated.

After eight days have been accumulated during the year, any additional absence MUST be supported by a physician's statement indicating the student was under his/her care. The principal has the authority to consider waivers based on extenuating circumstances.

Any time an absence occurs, STUDENTS ARE RESPONSIBLE FOR CLASS WORK MISSED AND MUST ASK FOR THE ASSIGNMENTS WHEN THEY RETURN TO SCHOOL.

If a student accumulates (3) unexcused events (absences or tardies), he/she will be reported to the DPP (Department of Pupil Personnel) for truancy. A letter will be sent from the DPP notifying the parents of a student who has accumulated six unexcused absences that the student is a habitual truant. A meeting may then be held at the school with the committee, student, and student's parent to outline the next steps of the program or a letter will come from Oldham County's family court for truancy.

TARDY TO SCHOOL

If students are late to school, they must check in with the office and get an admittance slip before being admitted to class. Students tardy to school will be dealt with in the following manner:

- 1st Unexcused tardy of the trimester--warning
- 2nd Unexcused tardy of the trimester – warning
- 3rd Unexcused tardy of the trimester – notice sent to parents by the office
- Additional Unexcused tardies--P.M. detention will be assigned and a referral made to the DPP.

If students are tardy due to illness more than 4 times in a 12 week term, a doctor's note will be required to excuse future tardiness for the same reason. If students are late due to a doctor or dentist appointment, they should bring a note from them for an excused tardy.

TARDY TO CLASS

Students are considered tardy to class whenever they are not in their room when the tardy bell starts ringing. No student is to be admitted late to any class unless prearranged with the classroom teacher. A teacher who detains a student is responsible for giving written notification to the student's next class instructor. Students tardy to any class will be dealt with according to the following policy.

- 1st Unexcused tardy of the quarter--warning by teacher/referred to office
- 2nd Unexcused tardy of the quarter--notice sent to parents/warning by office
- 3rd Unexcused tardy of the quarter—30 minutes of a.m. detention/note home to parents
- 4th Unexcused tardy of the quarter—1 hour of PM detention assigned /note home to parents
- 5th Unexcused tardy of the quarter—assigned to Saturday Detention (2hrs – 10:00am-12:00pm)
- 6th Unexcused tardy of the quarter—assigned to Saturday Detention (2hrs – 10:00am-12:00pm / Restriction from After School Activities for 9 weeks.