

# ATTENDANCE POLICY



## ATTENDANCE POLICY

---

### ABSENCES

Educational research indicates that a significant correlation exists between attendance and grades in school. The attendance policy at Randall K. Cooper High School reflects the belief that students' academic success depends on regular, punctual attendance. Good attendance is essential if a student wishes to receive the knowledge and skills necessary to perform adequately in the classroom and the professional world.

**ALL** student absences (defined as 60 minutes or more, with tardies being 59 minutes or less) require a written note signed by a doctor, parent or legal guardian upon a student's return to school. Students are responsible for turning in all absence notes within 3 days of the absence or it will remain unexcused.

Cooper High School will allow a total of six (6) notes signed by a parent or a legal guardian and ten (10) doctor's notes to be excused. If there are more than 16 full days excused, a Medical Excuse form may be required to be completed stating the student was seen in the doctor's office, and returned to be reviewed by school officials within 3 days of the absence in order for the absence to be excused.

\*Medical excuse form may be required only after 16 absences, and each absence thereafter.

**\*An automated computer system will call home when a student is absent.**

**EXCUSED ABSENCES** are absences from school caused by illness, death in the immediate family, personal injury or any other absence defined by the principal or his designee as a valid excuse. Any student with a valid excuse will be provided the opportunity to make up his/her missed work, within a reasonable length of time, as decided by the principal. Please see the following:

1. **Illness and/or Doctor Appointments** – Students are permitted up to six (6) excused absences per school year when a parent/legal guardian and 10 signed doctor's notes are submitted. Doctor visits should be scheduled after school hours, if possible. An original doctor note should be submitted upon student's return. \*Students should still come to school before or after appointments to avoid a FULL DAY absence. \*The administration may approve additional days based upon the circumstance. **\*Documentation is required when the student returns to school even if the parent/guardian calls in the absence.**

2. **Death in the Immediate Family (FNE)** - A funeral card/program must be submitted to be excused as a funeral excuse. Students are permitted one (1) funeral day per event.
3. **Court Appearances (LGE)** – A note from the court should be submitted upon the student’s return.
4. **Appointment for Driver’s Test (LGE)** – A note from administering official or the official tally sheet should be submitted upon the student’s return.
5. **College Visits (CVE)** – Seniors are permitted three (3) visits, Juniors are permitted two (2) visits, Sophomores are permitted one (1) visit, with documentation from the college on their official letterhead.
6. **Educational Enhancement Opportunity (EHO)** – An EHO day is a prearranged absence. An EHO form **must** be submitted and approved by the principal **PRIOR** to the date of absence. It is the student’s responsibility to arrange for all class activities and assignments to be requested prior to the absence, and turned in upon return. Following the absence, a summative report (one (1) page per day taken) must be submitted within one week of the student’s return to the attendance office in order for the EHO to be used. An EHO form and report requirements can be found on Cooper’s website or in the office. EHO assignments is in addition to any work missed in any class.

**UNEXCUSED ABSENCES** are those for which no legitimate cause is shown or given. All days of suspension will be considered unexcused. Students may not receive credit for unexcused absences. Per the Kentucky Revised Statute (KRS 159.150):

**Please Note:** *Any student who has attained the age of six (6) years, but has not reached his/her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more full days, or tardy without valid excuse on three (3) or more full days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more full days, or tardy without valid excuse on three (3) or full more days, is a truant.*

## **ATTENDANCE & AFTER SCHOOL ACTIVITIES**

In order to participate in or attend a school-sponsored event (Homecoming, drama productions, field trips, athletic contests, Prom, etc.) students must attend school that day or the day prior if the event occurs on a weekend. The student must be in attendance for at least one-half of the school day. Exceptions may be made by approval of a school administrator; examples of acceptable excuses include funerals, court appearances, or accidents.

## **EARLY DISMISSAL PROCEDURE**

A parent/guardian picking up a student during the school day should come to the main office to sign the student out of school. The school is responsible for the safety of each student; therefore, parents (or any other adult picking up a student) must show identification before students can be released and must be listed on the student information card kept on file at the school.

Please follow the steps below when driving students are leaving:

1. If a student needs to leave for an appointment during the school day, he/she should bring a note from his/her **parent/guardian stating the student’s full name, date, dismissal time and reason**. This note should be presented to the attendance office when the student arrives at school.

2. The attendance office will call to verify permission from the parent. This call will be made regardless of the student's age.
3. **The student should report to the main office to officially sign out of school before leaving the building.**
4. **Students enrolled in any dual credit classes or district program (off campus) must sign-in and out to record attendance in the building for safety purposes.**

## TARDIES

Students who arrive late to school must report to the main office. At Cooper High School, students are expected to be in the classroom preparing for class at 7:40 a.m. Students arriving after the aforementioned time, who were not on a late bus, are considered tardy to school and must report to the attendance office, sign in as being late to school and receive an admit slip to first period. A student absent during the school day 59 minutes or less will be considered tardy. Students may receive three (3) excused tardies per year when a parent note is submitted or parent signs student in/out. The administration reserves the right to decide upon the validity of the tardiness.

## POLICY EVALUATION

---

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted:

Date Reviewed or Revised: **07/6/2010** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **04/5/2011** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **05/14/2014** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **04/10/2012** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **05/17/2017** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **05/13/2020** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **08/4/2021** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **12/15/2021** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **4/19/2023** Council Chairperson's Initials \_\_\_\_\_

Date Reviewed or Revised: **2/19/2025** Council Chairperson's Initials DWW