

CHRISTIAN COUNTY PUBLIC SCHOOLS

School Attendance Policy

A student who is absent from school must bring a note signed by his/her parent/guardian, adult student, or a health professional stating the reason for the absence.

All notes should be turned into the Attendance Clerk within five (5) days of the student's return to school or the absence will be unexcused.

Parent/Guardian Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days only for the eight (8) valid reasons listed below. One parent/guardian note counts towards one absence.

Medical Notes for the student's illness are to be accompanied by a health professional's statement. The Medical Note should list the appointment date and a *date of return* for the student to school. It is recommended that families inquire about home hospital if the child will be out of school ten (10) or more consecutive days for a medical reason.

The eight (8) valid reasons for an excused absence are as follows:

1. Illness of pupil, including medical and behavioral health. (A parent note may be used if there is no medical visit/documentation.)
2. Death in the family or a severe illness in the pupil's family.
3. Appointment with a health professional (for student only).
4. Driver's test (A statement from the driver's test administrator must be presented for the student to be excused for a reasonable amount of time.)
5. Court order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
6. One day for the attendance of the Kentucky State Fair per KRS 158.070 to be approved by the Principal prior to the fair.
7. Students participating in any of the page programs of the General Assembly per KRS 159.035.
8. Other valid reasons as determined by the principal.

The method for turning in notes may vary among schools.

- Hand delivered notes to the Attendance Clerk are always accepted.

- Emailed notes need to be discussed with the Attendance Clerk. Talk with the Attendance Clerk, or designee, if an emailed note is acceptable, and which email address to use for sending documentation.
- Phone calls *are not* considered a documented parent/guardian or medical note. Communication with the school is encouraged, but a physical note is still required.
- Fax is *not* available.

Recommendation: Keep a copy of the Medical Note and turn them in directly to the Attendance Clerk. If a doctor's office turns in the Medical Note after the five (5) days no matter the reason, the absence(s) will remain unexcused.

Follow up by reviewing the Student or Parent Portal attendance record to check the status of the absence (marked excused or unexcused; parent note vs. medical note or **other reason). Any questions, concerns, and/or documentation should be directed to the Attendance Clerk within the five (5) day grace period. Otherwise, the absence will remain as marked in the record.

**Other reasons for special leave from school for college days, military leave, and educational enhancement opportunities are outlined in the CCPS Code of Acceptable Behavior.

Make-up work is the student's responsibility to meet due dates on all long-term projects or assignments unless an exception is approved due to an emergency or extenuating circumstances. Make-up work should be discussed with the student's teacher.

Excessive unexcused absences could result in:

- poor academic performance;
- lost privileges around prom, graduation related events, and/or driving on campus, if applicable;
- obtaining a Kentucky State Driver's License; and/or
- enforcement of truancy laws through court action against the Parent/Guardian and/or Student.

Tardy is a type of absence of 60 minutes or less during the school day.

- Checking into school late is a tardy.
- Checking out of school early is a tardy
- Attending school but then leaving in the middle of the school day, then returning- that missed time is a tardy.
- Parent/Guardian and/or medical notes are required for a tardy as required for a full day absence.
- Three (3) unexcused tardies= one (1) unexcused absence.