

ATTENDANCE

Maximum achievement of a student's potential can be obtained by full participation in the total school program. Regular class attendance of all students is expected in order to achieve this goal.

Absences from school occur for a variety of reasons. Parents should call the school, before 9:00 a.m., at 869-2400 to inform school personnel of an absence. A note from the parent or guardian explaining the absence will be expected after each absence upon the student's return to school. We need notes even if you call the school and notify us of the absence or sign your child in or out during the school day. When a child sees a doctor, a dentist, or goes to a funeral home, you will need to get a note from that office and send it to school when the child returns. A Medical Excuse Form is required after ten doctor notes. **Students must be in attendance at school for at least ½ of the regular school day in order to participate in evening school activities.**

BCPS policy implemented in 2005-06 requires excuse notes to be submitted no later than five school days after the absence. After this time frame, notes will not be accepted.

Definitions of tardies and absences:

- Tardy: Any absence less than 35% of instructional time in the regularly scheduled school day.
- One-half day absence: Any absence between 35%-84% of instructional time in the regularly scheduled school day.
- One full day absence: Any absence greater than 84% of instructional time in the regularly scheduled school day.

After three unexcused absences, parents will be notified by the school of potential truancy concerns. After six unexcused absences, a report will be filed with the Bullitt County Board of Education. Final determination concerning excused or unexcused events will be made by the principal. The following are acceptable reasons for being absent from school, thus making the absence excusable:

- Personal illness
- Lice (1 day)
- Professional appointments which cannot be scheduled outside the regular school day
- Death or serious illness in the family
- Court appearance required by subpoena or citation
- Failure of school bus to run (This is still an absence, but will be excused.)
- Religious holidays and practices
- One day for the Kentucky State Fair
- Other reasons of an extraordinary nature approved by the principal or her designee. **Absences for family vacations will not be excused.**

** There is a limit of six parent notes each school year. All absences or tardies beyond those six days must have a note from a health care professional or other official documentation.

Tardies: Students arriving after 9:00 a.m. and leaving before 3:40 p.m. will be marked tardy. Notes are needed with the reason for the tardy so that we may determine if it will be excused or unexcused.

Checking Students Out: Students leaving school before the 3:40 p.m. dismissal must be signed out by their parent or other adult listed in the school office file. For safety reasons, a photo ID will be required before a child is released. We encourage parents not to check out students early unless it is an absolute necessity. Instruction takes place until 3:40 each day.

Educational Enhancement Opportunities:

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. Parents shall obtain prior approval from the principal for any trip or activity to be designated an educational enhancement opportunity. An educational enhancement opportunity is an extraordinary educational opportunity that provides a high quality and educationally relevant experience with significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.