



If it is necessary for a student to be absent or late to school, the parent or guardian is asked to call the high school to report the absence or tardy.

Anne Sparks  
Attendance Clerk  
836-4703

### **ATTENDANCE POLICY**

Students are required to attend school regularly and punctually. Excellent attendance is a key factor in the success of students. The state of Kentucky requires students to be present in school for 1050 hours per school year. Students are expected to be in school every day unless there is a valid reason to be absent. Attendance events occur when a student is absent from school for any reason at any time of the day.

Students may accumulate no more than six (6) attendance events per year, without valid excuse. Parents may write a note from home in order to excuse an attendance event. If a student has produced the maximum of five (5) written excuses (any combination of medical and parent), covering the first five attendance events, a medical excuse is required for any subsequent attendance event.

When a student accumulates five (5) unexcused attendance events, the Director of Pupil Personnel is required to deliver, in person or by certified letter, a Final Notice. This letter explains that the student has reached a critical point with attendance and must not be absent without valid excuse.

When a student continues to accumulate attendance events beyond the Final Notice, the Director of Pupil Personnel is required to proceed against the student/parent through the Greenup County Juvenile Court System.

When a student accumulates more than eleven (11) attendance events, whether excused or unexcused, the attendance clerk will notify the principal (or designee) and the director of pupil personnel. The principal will review the circumstance relating to the attendance events and may apply any of the following consequences:

1. 30 day suspension of the driving privilege
2. 10 day suspension from athletic practices or events
3. Exclusion from extra, non-academic, or non-essential activities such as certain field trips, dances, or other activities as defined by the principal (or designee)

### Appeals

Applied consequences may be appealed to the attendance committee within three days of the application by the principal or designee. Decisions made by the attendance committee are final.

All appeals must be made in person to Mrs. Anna Chaffin, the attendance committee chair. Mrs. Chaffin will arrange a committee meeting at the first available opportunity.

An excused attendance event is one for which work may be made-up such as:

1. death or severe illness in the student's immediate family;
2. illness of the student;
3. religious holidays or practices;
4. driver's test or permit appointments
5. doctor and dental appointments
6. one (1) day for attendance at the Kentucky State Fair; or
7. other valid reasons as determined by the principal.

The parent/guardian shall notify the school stating the reason for the student's absence. Without prior notification, an attendance event shall be designated unexcused. Written excuses will not be accepted after three school days.

Make up work shall be permitted for excused attendance events only and must be completed within the time specified by the principal. It is the student's responsibility to contact the teacher for make up work. Days missed due to suspension shall be considered unexcused attendance events for which a teacher may not grant credit.

If a student accumulates more than the allowable (6) six unexcused attendance events during a school year, an appeal may be made to the school's attendance committee. If the committee declares the attendance event excused, the work missed that was made up within the required time frame will be allowed for credit. No credit is allowed for any unexcused attendance event.

An appeal to the attendance committee must be made within three (3) days of the students' return to school after each attendance event beyond the six-day limit. Requests shall not be granted after the three days limit has passed.

### Absences and Excuses

Good attendance is necessary for students to take full advantage of the educational opportunities offered by Russell High School. If it is necessary for a student to be absent or late to school, the parent or guardian is asked to call the high school (836-4703) to report the absence or tardy.

To encourage high attendance the following rules and procedures shall be complied with:

1. All missed work may be made up. The student has the responsibility to request missed work the first day upon returning to school.
2. Make-up work must be turned in by the third school day after returning to school. This due date may be adjusted at the teacher's discretion. Work that was due on the date of the absence (including tests, papers, projects, etc.) will be due on the first date of returning to school. If the absence is excused and the time limits are met, the student will receive proper credit for the work done. If the absence is not excused or time limits are not met, all work missed during the absence will receive a grade of "0" and no credit will be given

for the work. If tests are missed, the teacher is not required to develop new tests nor administer the original test.

3. The Principal/Attendance Committee may determine that conditions such as inclement weather or other situations may be excused absences.

If a student is unable to attend school but is able to study at home, the parent or guardian should contact the counselors' office (836-6030) as soon as possible in the morning so that assignments may be obtained from the teachers. It is the responsibility of the parent or guardian to make arrangements to have these assignments picked up. Assignments will not be obtained for less than two (2) days absence.

### Pre-Arranged Absences

Pre-arranged absences should be made when it is necessary for a student to be absent from school for reasons other than illness. Pre-arranged absences are arranged through the front office. Some examples of situations that should be pre-arranged are college visits, necessity to accompany parents on out of town trips, etc.

Pre-arranged absences must be made no less than three (3) days prior to the student's absence. This will allow the teacher(s) time to determine assignments and the date they are due (either before the student is absent or after the student returns). The teachers' instructions on the pre-arranged form must be followed explicitly.

To pre-arrange an absence, the student must bring a note from their parent/guardian stating the reason for the absence. This note is to be given to the front office. A pre-arranged absence form will be given to the student. The student is to present the form to the teachers whose classes will be missed in order to receive instructions for work missed. Students will be excused for college visits on an individual, as needed basis, by first getting approval from the front office. If a pre-arranged absence poses a potential attendance policy violation, parents will be notified by phone call.

Pre-arranging an absence does not automatically excuse the absence. If the attendance policy will be violated by the absences, the student must appear before the Attendance Committee to appeal the unexcused absence.

### Early Dismissal

If a student needs to leave school early for an excusable reason he/she must bring a note from his/her parent or guardian to the principal's office stating the reason, the time necessary for leaving school, and a phone number at which parents can be contacted. It is recommended that the parent or guardian call the school at the beginning of the school day to report the need for the early dismissal, or the secretary will call the parent or guardian. No student will be allowed to leave school until the need for the absence has been confirmed with the parent or guardian. In order to protect the student and the school, the person picking up the student shall come in to the office.

Many times a student becomes ill or must leave school for an emergency. If this situation occurs then the student will follow the above outlined procedure for checking out (with the exception of the note) if possible. Permission to leave school can only be given by a person who is listed on the student's emergency card. It is very important that this card be filled out completely and correctly at the beginning of the school year. If a student is to return before the school day is over, he/she must report to the front office and obtain an admit slip before returning to class.

## TARDIES

1. When a student is absent from school for a portion of the day, that is less than 60 minutes, the student is considered tardy.
2. When a student accumulates tardies, adding up to more than 60 minutes, it will constitute an attendance event.

## Tardiness Procedures

A student must be at school or in class on time as not to disrupt class procedure. All students arriving at school after the tardy bell has rung must check in through the office and obtain a tardy slip in order to be admitted to class.

Tardiness caused by a student's action such as oversleeping, missing the bus, personal errands, or car related problems is unexcused. Some examples of excused tardies are emergencies, late buses, inclement weather (snow, ice, etc.), or accidents.

Transportation is furnished by the school system; therefore any student choosing to drive or ride with someone other than the school transportation is responsible for getting to school on time. The decision as to whether the tardiness is excusable is left to the discretion of the principal or designee.

### \*Corrective Actions For Tardiness To School\*

1. The school will notify the child and parents when the student has accumulated three (3) unexcused tardies per semester.
2. The fourth (4th) unexcused tardy will result in disciplinary action consisting of one (1) hour of after-school detention.
3. Each additional tardy thereafter will result in one (1) hour of after –school detention.
  - a. Failure to serve the scheduled detention may be viewed as noncompliant behavior and will be handled in a manner deemed appropriate by the Principal or his designee. This may include either an assignment to our Alternative Educational Placement program or an Out–of- School Suspension.

### \*Corrective Actions For Tardiness To Class\*

Tardies to class are unacceptable and are usually the fault of the student. The first three (3) tardies to class will be dealt with by the classroom teacher. The fourth (4th) and subsequent tardies to class will result in immediate referral to the front office, which will result in further disciplinary action.

### When a Student Returns to School

When a student returns to school following an absence, he/she will bring a written excuse from a parent or guardian giving the pupil's full name, date, day(s) absent, and the reason for the absence(s) to the Attendance Office prior to the beginning of first period. This must be done before 7:55 A.M. so the student may be in first period class on time. The Attendance Clerk will record the absence as excused, unexcused, or pending electronically in the school data management system to be accessed by the teacher.

Students arriving to school after classes have begun who were absent the day before must first check in with the front office to obtain a tardy slip and may leave the note for the previous day's absence with the main office personnel.