

Attendance

State law requires that all children through age 18 be enrolled in school. Regular attendance is essential to your child's success.

1. *Personal illness*

- a. Only five (5) days, whether consecutive or not can be excused by a parent note per semester (Semesters will run August – December and January – May); Sign In and Sign Outs are also considered as parent notes. Every day of absences equals one parent note. Notes should include student's name, date(s) of absence(s), reason for absence, signature of parent and a phone number where a parent can be reached.
- b. After a child has five (5) days, not necessarily consecutive, of illness related absences excused by a parent note, any future illness related absence must have a doctor's note stating that the absence is medically necessary.
- c. **All parent and doctor notes must be presented to the Attendance Office the day the student returns to school.**

2. *Death in the family*

3. *Religious observations*

4. *Extreme weather conditions*

5. *Court appearance or legal mandates*

6. *Verifiable family emergency*

7. *School sponsored events*

Absences that do not meet any of the criteria listed above in items 1-7 will be considered unexcused. **An example of an unexcused absence is a family vacation taken during the school year.** Please try to schedule vacations during summer, fall, Christmas or spring breaks. The criteria listed above in items 1-7 will also apply to tardies and early dismissals.

Parents/Guardians of students who are absent **five (5)** days without adequate excuse will receive written notification in the form of a letter of the student's absences. Upon **eight (8)** unexcused absences, a referral will be made to the Attendance Supervisor. The attendance supervisor will then contact the parent(s)/guardian(s) to schedule a meeting with the Truancy Board. This hearing is an attempt to **avoid** a truancy petition in Scott County Juvenile Court System.

Tardiness:

Tardiness is defined as a child being signed in or signed out and late arrivals to each class period.

Students are expected to be in class at 8:20 a.m. In the hall, or at their locker, or entering the building is considered tardy. Student must be in class when the tardy bell rings. Sign outs before 3:10 p.m. are also considered as a tardy.

Excused tardiness must be due to the reasons listed above in the attendance section. A student signed in or signed out of school for reasons other than the above will be considered **UNEXCUSED!**

Chronic tardiness can result in an attendance meeting with the attendance supervisor and the Truancy Board.

Consequences – Unexcused Tardies

When a student accumulates five (5) unexcused tardies in a semester they will be assigned a mandatory study session. This time may be scheduled before or after school. An unexcused tardy is considered being signed in/sign out or late to class.