

Attendance Policy Changes Highlighted (from the 2020-21 Code of Conduct)

E. Absence and Tardy Defined

Absence is defined as non-attendance for 36% or more of the regularly scheduled school day for the student's grade level.

Tardy is defined as non-attendance for 35% or less of the regularly-scheduled school day for the student's grade level.

Tardy includes missing any part of the day (being late to school or leaving school before classes are dismissed).

F. Excused Absence From School

Students who are absent from school are required to have a legitimate excuse. Within five days of a student's return to school, s/he must present a note to a designated staff person. If a note is not received within five days, the absence may be considered unexcused. The note should include the current date, the student's first and last name, the date(s) of the absence(s), the reason for the absence(s) and the parent/guardian signature. Parents may provide a note of excuse via hand written note, via email, or via electronic message. If an email or electronic message is sent for an excuse, it must be accompanied with a follow up phone call by the parent before it is accepted to verify the authenticity of the sender. If confirmation is not received by phone, the note will be documented as an unexcused parent note by the school.

A student may miss up to six (6) days without a doctor or legal note. This includes parent notes and unexcused absences. Once the six (6) day limit has been reached, all future absences without a doctor or legal note will remain unexcused.

A parent may write a note for a total of six (6) absences per year for the following permissible absences.

1. Illness of the student. If days of absence for illness exceed total allowable number of parent notes, a written statement from a medical professional (physician, dentist, orthodontist, psychologist, physician's assistant, nurse practitioner, physical therapist, optometrist, or public health officer) will be required in order for each additional absence for illness to be excused.
2. Severe illness in the student's immediate family.
3. Religious holidays and practices approved in advance by the principal.
4. Family emergencies requiring immediate attention, as approved by the principal.
5. Three (3) total visits, no more than two (2) per semester, to colleges or universities approved in advance by the principal and restricted to juniors and seniors. Documentation from the college/university will be required.
6. Other valid reasons as determined by the principal.

Documentation, from sources other than a parent, will be accepted for the following absences:

7. Court appearances requiring the student's presence. Documentation from the court will be required.
8. Medical and dental appointments. A physician's excuse shall state the date(s) and/or number of days for which the student will be excused.
 - a. Medical statements submitted to the school from an in-person doctor's visit must be an original; no copy will be accepted as a valid excuse. Medical statements submitted to the school from a virtual doctor's visit must be forwarded to the school attendance clerk with the original email from the doctor included.
 - b. Faxed medical statements will be accepted from a medical facility. **It will be the parents responsibility to confirm the faxed note was received by the school attendance clerk.**
 - c. Local physicians' offices will use the standardized Jessamine County Schools' Medical Statement for Return to School form.
 - d. Any physician note marked "Not Seen" will be coded as an unexcused absence.
 - e. When a student exceeds 12 medical statements, the parent/guardian will be asked to use a standard medical excuse form provided by school office staff for the treating physician/physicians. This form will allow the Health Advisory Committee to review health information for the purpose of:
 - *Determining the need for documentation regarding a Chronic Health Condition;
 - * Addressing the student's academic status;
 - * Determining the possible need for Home/Hospital services.
 - f. Each case will be reviewed on an individual basis.

Students, who participate in any extra-curricular activities, must attend school all day to practice, perform, or play unless they have prior approval from the principal or athletic director. Doctors notes and legal documentation, as identified in Documentation Sources 7 and 8 above, will excuse the students and allow them to be able to participate.

G. Confirmation of Medical Statements

If falsification of a medical statement is suspected, the physician's office will be contacted to validate the authenticity of the medical statement. Until the authenticity of the medical statement is verified, the school will not count any of the covered dates as excused absences.

H. Secondary School Attendance for Students Ages 18-21

We encourage, support and applaud students 18 years and older who choose to pursue completion of their studies.

However, Kentucky statutes are very clear in regards to school attendance for adults.

Any student between the ages of 18 and 21 who has not met graduation requirements may continue in school as long as s/he:

1. is in regular attendance (see section E above)
2. is making satisfactory progress toward graduation
3. refrains from causing any disciplinary problems; and
4. abides by school regulations.