

Students are required to attend regularly and punctually.

Prompt and regular attendance has a direct relationship with good grades.

Prompt and regular attendance has a direct relationship with achievement. McCracken County Student Code of Conduct Book defines attendance beginning on page 31. Statewide changes were made recently in determining a student's attendance, which will be calculated on the actual percentage of time the student is absent from school.

State attendance guidelines mandate the following:

Attendance reports will show students as tardy or the actual percent of the school day the student was absent.

A Tardy shall be recorded for a student who is absent 60 minutes or less of the day by arriving late, leaving early, or a combination of the two.

The actual percentage of the school day shall be recorded for attendance of a pupil absent for more than sixty (60) minutes of the day and will be recorded as one "event."

McCracken County Public Schools will consider each unexcused absence over sixty (60) minutes as an "unexcused event." After three (3) unexcused events the student is considered truant and written notification will be sent to the parent/guardian.

When a student must be absent from school, it is the responsibility of the parent/ guardian to call the school by 12:00 noon to inform principal/designee of the SPECIFIC reason for the absence. The parent/ guardian shall send a written excuse with the student when he/she returns to school. Students who are late in arrival MUST sign in through the office. Failure to do so may result in the student being marked absent.

Students with medical appointments during the school day will be given an unexcused absence or unexcused tardy until a statement is received from the doctor. A student may be given an excused absence a total of five (5) "events" per year due to illness without a doctor's statement. Other than these five (5) events, all absences due to illness will require a doctor's statement for the absence to be counted as excused. A student may be given an excused tardy a total of five (5) times per year without a doctor's statement. Other than these five (5) excused tardies, all tardies will require a doctor's statement for the tardy to be counted as excused. Medical statements for tardies and absences must be *received within 24 hours* upon a student's return to school to be counted as excused. *Excuses brought to school after the 24-hour period will not be considered.*

Pre-Arranged Absences - A parent/guardian may request a pre-arranged absence pending administrative approval for extraordinary circumstances which might enhance that child's educational value or if it is deemed a family emergency. Accrued absences/ tardies will be a factor in determining approval. This request must be made in writing, five days in advance, to the Principal. Days approved will be "excused" and may count toward the total number of days allowed (or remaining), without a doctor's excuse.

Habitual Truant - Any student who has been reported as a truant two (2) or more times is a habitual truant. KRS 159.990 states that persons responsible for noncompliance of the statute shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense.

Upon the sixth day of unexcused absence and/or unexcused tardy event , the student's name will be referred to the McCracken County Director of Pupil Personnel for legal action.