

REPORTING YOUR CHILD'S ABSENCE FROM SCHOOL

Call your child's school each day to report that he/she is unable to attend school that day.

Newport Primary – 292-3011 | 8:05 AM– 3:05 PM
Newport Intermediate – 292-3021 | 7:55 AM– 2:55 PM
Newport High – 292-3023 | 7:45 AM– 2:45 PM

1. When the child returns to school, send a note stating the reason your child was absent.
2. Sign, date and return the note with the student to school on the day he or she returns to school.
3. The note must be turned into the school office no later than 48 hours after the absence. If a note is received after 48 hours the child's absence will not be excused.
4. If your child will be late for school because of a medical or other appointment, a written note is required. The note may be written by the parent or guardian or the doctor or other professional providing a service to the student.
5. If your child will need to leave school early for a medical or other appointment, the school will not release them without a written note from you or the medical professional.
 - Newport Independent Schools accepts **three (3) parent notes** to be used at a parent's / guardian's discretion in order to excuse any absence or tardy event. Please note effective for the 2019–2020 school year: When your child has missed one or more unexcused days and parent notes, or other valid excuses are not received by the school within five school days, your parent notes will be automatically applied to the unexcused absences and will apply up to three excused absences.
 - An additional two (2) **excused office notes** may be granted during the school year for any absence or tardy event by the building principal or his / her designee if, in their judgment, an excused absence is warranted.
 - All other excused absence events must be accompanied by appropriate documentation, i.e., dentist / doctor's note, a note from the court clerk or court designated worker (CDW), an obituary notice, funeral home memorial card or funeral Mass card regarding the death of a family member.
 - When your child is sick and you are unable to get a doctor's appointment, you may have the child seen by the Newport School-Based Health Center Staff at no charge. You may contact the Health Center at (859) 291-1910 for further information. The Health Center is located at 30 W. 8th Street in the basement of the Welcome Center.

STUDENT IS RESPONSIBLE TO MAKE-UP MISSED CLASS WORK AFTER ABSENCES

Students having excused or prearranged absences (acceptably documented) will be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work.

If a student has been given a date or deadline by which assignments or projects are due to be turned in or for when a test will be administered, and the student is absent on that date, the student will be expected to turn in the assignment or project and/or to take the test on his/her first day back to school.

HOW CAN YOU HELP YOUR CHILD CATCH UP AFTER ABSENCES?

- Write a note to the teacher asking for work your child missed when absent
- Help the child complete the make-up work for homework
- Ask the teacher if your child can stay after school for help making up school work
- Make sure the child returns the completed work to his/her teacher for grading

E. EXCUSED ABSENCES: - Parents must provide proper documentation for the following absences.

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| 1a. Illness with parent note - <i>*Not to exceed 3 days</i> | 1b. Illness – with a medical excuse |
| 2. Medical appointment of student * | 3. Death in family |
| 4. Religious holiday | 5. Reporting to court |
| 6. Driver's test (1/2 day-2 times) | 7. Prearranged absence |
| 8. Other circumstances approved by principal. | |

All valid absences for which parents/guardians have called and sent the proper written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Any student absent or tardy from school unexcused will not participate in extracurricular activities the day of the absence. Any student, who is absent or tardy from school excused, may participate in extra curricular activities on the day of the absence or tardy only with the approval of the principal or designee.

F. UNEXCUSED ABSENCES such as the following will count toward the truancy.

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| ▶ Indifference of parent/guardian | ▶ Out of town | ▶ Poverty Issues |
| ▶ Juvenile detention-jail | ▶ Working at home or business | ▶ Baby-sitting |
| ▶ Transportation | ▶ Child Care | ▶ At-home suspension |
| ▶ Distance from school | ▶ Truancy | ▶ Oversleeping |
| ▶ Skipping school (unknown by parent) | ▶ Illness (<u>more than 3 unexcused with note from parent</u>) | |

G. PREARRANGED ABSENCES: A parent may arrange for their child's absence from school when necessary. A note from the parent explaining the reason for the absence must be given to the principal or designee for approval at least 5 days before the absence. When approved, the timeline for completion of missed school work will be at the discretion of the teacher and/or principal. The decision for approving the prearranged absences will be based upon: (1) over-all attendance record, (2) overall academic record and (3) the nature or circumstances of the request.

H. ATTENDANCE PROCEDURES

1. Parents or guardians should call the school before 9 a.m. daily to report student's absences, and when the student returns to school he/she must bring proper documentation signed and dated before he/she is readmitted to school.
2. Pupils are not reported as absent when participating in school activities which are authorized by the Board of Education and are a definite part of the instructional program of the school.
3. Pupils are not reported as absent when participating in activities which are provided in KRS 158.240 and 159.035. Pupils may not be excused when they are absent as spectators at school activities.
4. Participation in 4-H activities to be considered attendance (KRS 159.035). Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in properly organized 4-H club will be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a county extension agent or the designated 4-H club leader for the 4-H club educational activity in which the student participates.
5. Attendance at Kentucky State Fair (KRS 158.070 (2) This section states: a board of education "will use one day of valid absences for attendance at the State Fair for students applying for valid absence for this purpose."
6. Absences because of death in the immediate family will require a written statement and a phone call to the principal/designee.

Students will understand that absences should be used for personal illness or injury, professional appointments (doctors, dentists, etc.).

I. TARDY TO SCHOOL: Should a student be tardy, he/she must report to the principal/designee for proper admittance to school. The principal/designee will issue tardy slips. Chronic unexcused tardiness may result in assignment to Friday school, In-School Detention, detention or truancy charges.

J. TARDY TO CLASS: Any student who is not in their assigned area at the designated time is tardy to class. Being tardy to class may result in assignment to detention.