

Attendance Policy and Procedures at John G. Carlisle School

When a student will be absent from school the parent or guardian is requested to call the school and report it. Our school has an attendance line to call. The phone number is 292-5812 and you may leave a message regarding an absence or tardy at extension 31569.

We begin checking the messages at 8 AM.

Please keep in mind **every** absence requires a note from a parent/guardian or a doctor in addition to a phone call from you. Notes from a parent verifying a student's illness shall be accepted for up to 5 days total. A doctor's statement shall be accepted for up to 5 days total as well. If a student has used all parent and doctor notes, a medical exemption form must be filled out by the doctor stating it was medically necessary for the student to miss school or the absence will remain unexcused.

All absences are automatically marked unexcused when a child is marked absent for the day by their teacher. Unless the student brings a note from a parent or a doctor within **two days** of the absence to the office to have it changed to excused and receive an *admit to class* slip, the absence will remain unexcused.

A student who has accumulated more than 6 unexcused absences or an excessive number of unexcused tardies may be referred to the Kenton County Court System.

Tips for good attendance:

-Set a bed time so your child is in bed early so they can get up early and be at school by 7:45AM or early as 7:15AM

-Have your child eat breakfast at school. That will be one less thing they will have to do before leaving the house.

-Make doctor or counseling appointments for after school hours. If you can only get an appointment during school hours pick your child up early and return them to school when the appointment is over. If the appointment is early morning then bring them in late. We would rather have students here a bit late than missing an entire day of school. They miss out on a lot if they miss an entire day.

-Don't keep students home at the first sign of a minor coughs, runny noses, or headache. If you are unsure if a child should be in school, come see Ms. Johnson, the school nurse, she can help you decide.

- If there any special circumstances please let us know and we may be able to help.

-Additional information can be found in the student code of conduct book or questions may be directed to Ms. Sharon Craig, Assistant Principal overseeing attendance at extension 31502.

