

# ATTENDANCE POLICY

## ABSENCES

Educational research indicates that a significant correlation exists between attendance and grades in school. The attendance policy at Randall K. Cooper High School reflects the belief that students' academic success depends on regular, punctual attendance. Good attendance is essential if a student wishes to receive the knowledge and skills necessary to perform adequately in the classroom and the professional world.

An **ABSENCE** is defined as being absent during any part of the school day 60 minutes or more. **ALL** student absences require a written note signed by a parent or legal guardian upon a student's return to school. Students are responsible for turning in all absence notes. ***Cooper High School will not accept notes that are FAXED or COPIED. Original notes are required and should be delivered by the student to their first period teacher. Students will have one (1) week upon his/her return to provide an excuse note or the absence will remain unexcused.***

Cooper High School will allow six (6) absences throughout the year to be excused with only a parent note. Whenever a doctor/dentist note is available, please bring it in so that the six (6) absences on parent signature alone can be used as needed. More than six (6) absences will require a note from a doctor or another official source.

**EXCUSED ABSENCES** are absences from school caused by illness, death in the immediate family, personal injury or any other absence defined by the principal or his designee as a valid excuse. Any student with a valid excuse will be provided the opportunity to make up his/her missed work, within a reasonable length of time as decided by the principal. Please see the following:

1. **Illness** - Six (6) excused absences per school year when a parent note is submitted. The administration may approve additional days based upon the circumstance.
2. **Death in the Immediate Family** - A funeral card/program must be submitted to be excused with a funeral note - (One [1] day is given for funerals).
3. **Doctor or Dental Appointments** – Appointments should be scheduled after school hours if possible. An original doctor note should be submitted upon the student's return.
4. **Court Appearances** – A note from the court should be submitted upon the student's return.
5. **Appointment for Driver's Test** – A note from administering official or the official tally sheet should be submitted upon the student's return.
6. **College Visit** – Seniors are permitted three (3) college visits, Juniors are permitted two (2) college visits and Sophomores are permitted one (1) college visit per year. Please submit proper documentation from the college.
7. **Educational Enhancement Opportunity** – An EHO day is a prearranged absence. An EHO form must be submitted and approved by the principal **PRIOR** to the date of absence. Following the absence, a summarative report (one (1) page per day taken) must be submitted on the day the student returns to the attendance office in order for the EHO to be used. An EHO form and report requirements can be found on Cooper's website or in the office.

**UNEXCUSED ABSENCES** are those for which no legitimate cause is shown or given. All days of suspension will be considered unexcused. Students may not receive credit for unexcused absences. Per the Kentucky Revised Statutes (KRS 159.150):

**Please Note:** *Any student who has attained the age of six (6) years, but has not reached his/her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant.*

## **TARDIES**

Students who arrive late to school **must** report to the main office. At Cooper High School, students are expected to be in the classroom preparing for class at 7:40 a.m. Students arriving after the aforementioned time, who were not on a late bus, are considered tardy to school and must report to the attendance office, sign in as being late to school and receive an admit slip to first period. A student absent during the school day 59 minutes or less will be considered tardy. Students may receive three (3) excused tardies per year when a parent note is submitted or parent signs student in/out. The administration reserves the right to decide upon the validity of the tardiness.

## **EARLY DISMISSAL PROCEDURE**

A parent/guardian picking up a student during the school day should come to the main office to sign the student out of school. Driving students who need to leave during the day for appointments **must** bring a note from parent/guardian giving student permission to leave school. This note should be presented to the office by 7:40 a.m. The school is responsible for the safety of each student, therefore, **parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the student information card kept on file at the school.** These forms will be sent home at the beginning of the school year.

Please follow the steps below when driving students are leaving:

1. If a student needs to leave for an appointment during the school day, he/she should bring a note from his/her **parent stating the student's full name, date, dismissal time and reason.** This note should be presented to the attendance office when the student arrives at school.
2. The attendance office will call to verify permission from the parent. This call will be made regardless of the student's age.
3. **The student should report to the main office to officially sign out of school before leaving the building at that appointed time.**