

## ATTENDANCE

### ABSENCES

Students will be excused from school up to **six (6) days for the following reasons: Illness of student, illness in home, & death in family.** A note is required from parent or doctor upon their return to school. Absences will be excused with a parent note for up to six (6) days (do not have to be consecutive). After the sixth (6) parent note has been used, you must send in an excuse from a doctor or the absences will be unexcused.

**\*Due to CCPS board policy you will have 5 (five) school days to turn in notes in order for them to be marked excused. If turning in after 5 (five) days the excuse will be entered but will remain unexcused.**

**\*Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days only for the six (6) valid reasons listed in the Christian County Schools Code of Acceptable Behavior booklet. Make-up work after the sixth (6) days will not be allowed unless special permission has been granted by the school's administration. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days. All notes should be turned in to the attendance clerk in the front office upon return to school.**

The note should have the date the student was absent, students first and last name, signed and should state the reason for the absence. In case of a medical appointment, the student should request a written statement from the doctor/dentist and bring that statement to school. Requests for an excused absence for reasons other than those stated in the Code of Behavior must be made in advance to the principal. As schools in Christian County do not have fax machines excuses may be emailed.

**\*\* Excuses may be emailed to the attendance clerk at:  
[veronica.hicks@christian.kyschools.us](mailto:veronica.hicks@christian.kyschools.us)**

### PERFECT ATTENDANCE

To receive an award for perfect attendance from HMS, a student must be in school from the first day of school till the last day of school. For perfect attendance all year they must have been here from the first day of school and **have not missed any part of any day all year.** This includes being checked in and/or checked out for any reason.

### MILITARY LEAVE EXCUSED DAYS

A student shall be granted up to ten (10) days each school year when the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside the country, is granted rest and recuperation leave (R&R). Documented proof of the military leave papers shall be provided to the school, all missed work will need to be made up and more than 10 missed military leave days in a school year will be marked as unexcused unless pre-approval is obtained from the building principal. (Extended days will be at the principal's discretion) **Please see Attendance clerk for necessary paper work**

### STUDENT RELEASE POLICY

- Current social trends within communities and families make it necessary for institutions accepting responsibility for the safety and welfare of children to establish policies that will insure the child's protection while under their custody.
- All parents have the right to "access" records regarding their children. Only parents or guardians with custodial rights are allowed to "release" or check students out of school. Primary Custodial Parents may extend "release" to specific people by listing them on the "Emergency Contacts & Check-out Consent" forms in the registration packet.
- Parents and other visitors are always welcome to the building and may observe in the classrooms under the guidelines of Procedures for Visitor/Observations; you will be asked to sign the agreement form when you come in to observe. Please contact office, at least 24 hours in advance, so that all necessary paperwork is ready for you to sign at your arrival.

**The following policy has been adopted stressing the necessity of verifying parental permission for releasing a child from the school or school bus.**

- ❖ All parents/guardians of children enrolled at HMS are asked to complete and return all registration forms, including the Emergency Contacts & Check-out Consent form.
- ❖ If the Emergency Contacts & Check-out Consent form is not returned, then a child can only be released to the parents/guardians.
- ❖ **Notification in writing must be given to the school from the parent/guardian, each time a child is released to someone other than those listed on the Emergency Contacts & Check-out Consent form. No telephone checkouts will be permitted.**
- ❖ All persons checking a student out of school **must be 18 years of age, must show picture I.D., and must sign the student/s out in the front office.**
- ❖ Students coming in to school after the beginning bell rings or after a check out **must sign in at the front office before going to class.**
- ❖ If a student's parents are separated or divorced, unless the school is provided with a copy of the legal documentation that has to be signed by a judge to the contrary; both biological parents have access to the child.
- ❖ If school personnel are able to identify an emergency situation, they will respond in a manner that first takes into account the safety and welfare of the student above and beyond any other factors or influences.
- ❖ It is the responsibility of the parent/guardian to update address, phone numbers and additions or deletions on the student Emergency Contact & Check-out Consent form.

- ❖ Messages will not be given to students unless they come from a parent/guardian and we have a valid SSN # or driver's license # on file for person calling for purpose of identifying the caller. **No personal messages for students will be taken; only transportation changes & must be called in before 2:00 PM since the last few minutes of the day are extremely busy.**
- ❖ If a student becomes ill during the day he/she should go to the nurse's office; efforts will be made to call the parents or other authorized person. If the nurse herself calls you and tells you that pick-up is necessary, the student can be excused (**on the day of pick-up ONLY**) with a "School Nurse" designation, and will count the same as a doctor's excuse. Checking out your student just because you received a phone call from nurse does not mean that it will be nurse excused.

**If the student has failed to turn in an Emergency Contact & Check-out Consent form, only a parent will be allowed to sign a student out of school (with photo ID).** We are unable to add or remove people from a student card over the phone due to safety reasons. All students must be checked out through the front office. If a student becomes ill during the day, he/she should go to the Nurse's Office. Efforts will be made to contact the parents or another authorized person.