

Paris Independent Schools
Attendance Protocols
2022-2023

1. The State Department of Education assesses attendance based on the number of minutes missed from school in each day. Each attendance event is counted as either a tardy or an absence. An absence is assessed when the student misses 35% of the day or more (approximately 2 ½ hours or more); a tardy is assessed when the student misses less than 35% of the day (approximately 2 ½ hours or less).
2. Excused absences or tardies include:
 - A. Death or severe illness in the pupil's immediate family
 - B. Personal illness, injury, or medical or dental appointment
 - C. Personal reasons
 - D. School activities with prior approval by the principal
 - E. One (1) day for attendance at the Kentucky State Fair
 - F. Other valid reasons for attendance as determined by the principal
 - G. Documented military leave. Students are to be excused for absences up to 10 days to visit a parent or legal guardian serving in the U.S. military and stationed out of the country who is on leave
 - H. One (1) day prior to departure of parent/guardian called to active military duty
 - I. One (1) day upon the return of parent/guardian from active military duty
 - J. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.
 - K. Up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an education foreign exchange program or an intensive instructional, experimental or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. An application form obtained from the school must be completed and returned to the principal at least five (5) days prior to the absence.
3. Parent Notes: Every absence or tardy is considered **unexcused** unless a parent note, doctor note, or court note is provided to the school secretary or school representative. A total of 5 parent notes may be used each school year for absences, and an additional 5 parent notes may be used each school year for tardies. Parent notes include actual notes, phone calls, or other parent contact. It is always best to send something in writing. All notes must be turned in within 3 days of the absence or tardy. Notes will not be accepted after the deadline.
4. Doctor's (Medical) Notes: Notes from medical providers are accepted for students under a physician's care and must be turned in within 3 days of the absence or tardy. Once a student has accumulated ten (10) absence events excused with a note from a medical provider, a "Medical Excuse Form" will need to be provided to the school office in lieu of the standard doctor's note or medical provider's excuse. These forms are available in your school office, board of education office, or on our website.

5. Absence/tardy letters: Letters regarding unexcused absences and tardies are mailed to parents. Absences or tardies more than 6 or 9 respectively, may result in truancy charges being filed with Bourbon County Family Court.
6. Homebound Program: If your child has an illness, is under the care of a physician and is expected to be out of school for at least five days, please contact the school office to obtain information on our homebound program.
7. If you are having difficulties with absences or tardies, please contact your school office, school counselor, or Family Resource and Youth Service Center staff. We are here to help you keep your child on the best educational path possible.

Important Phone Numbers

Paris Elementary School 859-987-2166

Dr. Leann Pickerill, Principal;
Kaylin Walker, Elementary Counselor;
Janet Boshears, Elementary Attendance Clerk/Secretary;
Nikki Mullins, FRYSC Coordinator(859-987-2083)

Paris Middle School 859-987-2163

Monica Ballard, Middle School Principal;
Alyssa Meadows, Middle School Counselor;
Jenny Taylor, Middle School Attendance Clerk/Secretary
Kathy Tobin, FRYSC, Asst. DPP (859-987-2081)

Paris High School 859-987-2168

Steve Ely, High School Principal;
Robert McCann, High School Counselor;
Megan Mattox, High School Attendance Clerk/Secretary;
Kathy Tobin, FRYSC, Asst. DPP (859-987-2081)