

# RESPONSIBILITIES

## Parent Responsibilities:

- Encourages student attendance by taking a positive approach to school and school activities.
- Reads the Student Handbook to review information about daily school attendance.
- Takes an active interest in your child's education by being positive and insisting on good attendance.
- Checks frequently with school personnel to be aware of your child's attendance and academic progress.
- Sends a written excuse to school on the same day that your child returns to school after being absent.
- Keep an accurate calendar that shows school breaks. Plan family vacations when school is in recess

## Student Responsibilities:

- Attends school and all classes on time each day.
- Participates in school work, prepare for all classes, complete all assignments, participate in class discussions, and follow directions given by your teachers.
- Takes responsibility for your actions and behavior.

## School Responsibilities:

- Teacher takes daily attendance .
- Teacher codes students absences with the appropriate codes as mandated by KDE.
- Teacher contacts the home to make the parents or guardians aware of attendance concerns.
- Teacher refers chronic attendance cases to the school counselor, school nurse, or appropriate school administrator.
- School administrator processes referrals to the DPP

# DIPLOMA DON'T LEAVE SCHOOL WITHOUT IT!



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Rodney Schwartz, Director of Pupil Personnel

## Cumberland County Schools Attendance Information Guide



*For Parents and  
Guardians*



**CUMBERLAND COUNTY  
PANTHERS**

## **Importance of Good Attendance**

Children are in school to learn and grow into responsible, productive young adults prepared to enter the world of work. Regular school attendance is the key to high school graduation and preparation for gainful employment.

Poor attendance in elementary school often leads to excessive absences in middle and high school. Poor attenders become disinterested and unmotivated in school and often drop out.

Unlawful absences or trancies have been identified as one of the early warnings signs of students headed for potential delinquent activity, social problems, or failure in school. According to research, truancy frequently leads to dropping out of school, entering the juvenile court system, and unemployment. Dropouts who work typically earn lower salaries.

Truancy is a sign that a young person is losing his or her way and needs support. Pupil personnel workers and other school staff are available to provide that support.



## **GOOD SCHOOL ATTENDANCE MEANS....**



**ELEMENTARY STUDENTS:** Read well by the end of third grade



**MIDDLE SCHOOL STUDENTS:** Excel in important courses



**HIGH SCHOOL STUDENTS:** Stay on track for graduation



## **Absences**

In the event your child is absent from school, please send in a written note of excuse (ON A SCHOOL FORM) with him/her on the day he/she returns to school. You are allowed 3 parent excuses per semester.

It is school policy that if an excuse is not received within three days of the absence, it will be recorded as an unexcused absence. Our schools all have a list of what constitutes an excused or unexcused absence. Remember that the principal of the school ultimately determines what is excused

Should you accrue unexcused absences or tardy events, letters are sent home on the 2nd and 4th events. Phone calls are made on the 4th as well. At the middle and high school levels, a student and/or parent conference occurs at the 3rd event. After 5, a home visit is made with a final notice issued. Following that, court charges may ensue.