

## Attendance FAQ's 2023-2024

### What do I do if my child is going to be absent?

**Calling the Front Office to report Absence:** A parent is obligated to call the Attendance Secretary (Mrs. Shannon Lutterman) before 9:00 a.m. at 560-0503 or send an email to [front.office@knoxvillecatholic.com](mailto:front.office@knoxvillecatholic.com). This is the same contact to be used for late-to-school notifications or if a student needs to check out early. A parent must call each day the student is absent or tardy.

### How many days of Absence do I get in each class each semester?

Five (5) days absence are allowed in each class each semester.

### What happens if I go over my five days per semester?

You lose two (2) pts on each course's quarter grade for each absent day over the five allowed per semester. You and your parents are always notified by email when points will be deducted.

**If you think the Attendance Committee got something wrong,** respond to the email you received kindly explaining your calculations.

### But what if I was truly sick (mono, injury, surgery, etc.) more than five times in a semester?

You can apply for **Extenuating Circumstance status (EC)** and get **doc notes saying you could not come to school for that day or that period.**

**The application is due within ONE WEEK of your return from the illness.**

**Applications submitted for absences in the previous quarter are not granted.**

### What if I get COVID?

Let The Attendance Secretary **and** your teachers know.

**Apply for EC status.**

Students with documentation of a positive COVID test receive Extenuating Circumstance (EC) status. EC absences do not count against you.

## Why do I have to fill out a form if I already have a doctor's note?

The Attendance Secretary uses your completed EC form as a prompt to pull out for review your attendance file from the 650 files on record. Without the EC form, any notes you may have submitted are not cued for review.

## Do routine appointments count as an EC?

No, regular appointments to see orthodontists, dentists, regular doctors for check-ups, dermatologists, etc., do not count as Extenuating Circumstances. Use your five days *each* semester for these kinds of routine appointments.

Remember, **in general, well-being visits are not considered for EC status; however, documented** visits to see a doctor when you are sick may receive EC status.

## What if I have a concussion?

After you meet with your doctor and get his/her written recommendations, you will **meet with your school counselor or advisor** (freshmen) to fill out a Temporary Academic Accommodations Plan to get everyone on the same page about what your doctor says you can or cannot handle. **Make sure your doctor has written down the expected length of recovery time and/or a recheck date.** As long as there is a doctor's written recommendation, you and your counselor/advisor can adjust this plan as needed.

## What about College Visits?

If you are a Junior or Senior, you get two *extra* days during the year to go check out colleges. If you are a sophomore, you get one extra day during the year for a college visit. Talk to Mrs. Judd before you go. You will need proof of the visit. Days must be taken before May 1.

## What if I have a cool opportunity that will make me miss school?

Each student **can qualify for up to four days of Exceptional Growth (EG) per semester.** See The Attendance Secretary for more details, but definitely plan ahead. You must fill out an application for EG at least six weeks in advance of the planned absence.

These events are **typically organized by an outside agency** (as opposed to family

vacations) whose schedule conflicts with that of the academic school year, and therefore **the opportunity is unavailable at any other time.**

The attendance committee reviews your request and lets you know through your KCHS email account if it has been approved. The Attendance Committee reviews your overall attendance record before deciding. Just because you have filled out a form does not mean the request was granted.

## **I am a student athlete. What if I have a sporting event that causes me to be absent?**

KCHS sanctioned sporting events that cause you to miss class do not count against your absence totals. You ARE expected to let your teacher know *in advance* and to make up the work. The Attendance Committee does NOT generally grant excused absences for travel teams not associated with KCHS, **but students can apply for EG status for elite events.**

## **What happens if I am often tardy to school?**

You are assigned after-school detentions when you receive 5 tardies to a class. For every 2<sup>nd</sup> tardy after the 5<sup>th</sup> tardy, you must serve another after-school detention. **Tardies do not affect point deductions related to absence totals in a class.**

If you have a really tough situation brewing involving your ride/drive to school, please let Mr. Pumariega or a school counselor know.

## **How late can I get here before I am marked Absent?**

On MTHF schedule days you will be marked 'absent' if you arrive at 8:46 or later.

On Wednesday late arrival schedule days, you will be marked 'absent' if you arrive at 9:16 or later.

## **Is there any penalty for absences or tardies to Study Halls or TA assignments?**

Yes. Students in these classes will be assigned detention for any combination of absences or tardies over 5 per semester. This means if you have an A Block SH and you are marked with 3A and 2T, you will receive a detention.