

Dear Cedar Bluff Families,

The following is a simple explanation about the justified absences according to the policies in Knox County Schools:

1. Student illness; requires either medical documentation or a parent note. Each school year, the parents can write notes to justify 10 days of absences from their student. The note must be sent within 5 days after the absence, not before. After 5 days, the absence will not be justified.

For example: if the child misses 3 days and the parents send a note, 3 days will be deducted, so he/she will have 7 notes left for the rest of the school year. When the 10 notes have been used, a medical note will be required.

2. Illness in the family temporarily requiring help from the child.
3. Death in the family; an obituary must be provided (which means the legal document that proves it).
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency
6. For students with a parent or guardian who is deployed as a members of the United States Armed Forces the following excused shall apply provided the students furnishes appropriate documentation of the service member's deployment:
  - (1) An excused absence for one day when the member is deployed;
  - (2) An excused absence for one day when the service member returns from deployment; and
  - (3) Excused absences for up to 10 days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Example: family vacations taken during the school year. After 5 non-justified absences, there will be additional consequences, possibly legal.

If the student needs to arrive late or leave earlier from school, and he/she doesn't have a justification, it will be accounted as a non-justified absence if the time in the school is less than 3 hours and a half. In kindergarten, the students must be present a minimum of 2 hours and a half.

If parents want to appeal an unexcused absence, they should communicate with the principal.

The principal's decision will be final at the school level.

NOTE: Parents, guardians may send letters/medical documentation with their child to give to their classroom teacher or if you wish you may turn them into the office in person.

Thank you in advance for your cooperation