

# Brookside Excuse Note Policy

**Approved and Accepted at September Site Based Decision Making Council Meeting**

According to Jessamine County Schools Code of Conduct, students who are absent from school are required to have a legitimate excuse. Upon a student's return to school after an absence, s/he should present the excuse in the form of a note to a designated staff person. This note may be a written statement from the parent or a medical professional. Other acceptable documentation sources are listed in the Code of Conduct on page 8.

Due to the time sensitive nature of these written notes, five school days is the allotted amount of time that a note is to be presented to the school. If a note is not received within five school days, the absence(s) WILL be considered UNEXCUSED. Brookside staff may provide reminders about sending in excuse notes. However, this is a parent responsibility.