

## **Brookside Excuse Note Policy**

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.