

Attendance

Student success in school is directly related to school attendance.

School attendance is state law.

TRUANCY DEFINED – (KRS) – Kentucky Revised Statute (Law)

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than a half day shall be considered tardiness. Students who are eighteen or older are to be responsible to the court for their own attendance.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

How to avoid attendance issues:

1. Get your child to school on time every day. Your child must be with their teacher at 7:50. One minute late is counted as a tardy.
2. If your child is absent, **call the office by 8:30 AM**. Absences are excused (up to 5 days) if the parent calls and informs us that the student is sick.
3. Make doctor or dentist appointments for after school hours. If this is not possible, make certain you obtain a doctor's or dentist's excuse note each and every time your child misses due to an appointment.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil (physician's verification may be required)
3. Religious holidays and practices
4. Order of the court
5. One (1) day for attendance at the Kentucky State Fair
6. Other valid reasons as determined by the Principal or the Principal's designee.
7. One day if a parent is deployed for military service. One day when parent returns.

NOTIFICATION

1. The parent (guardian) shall **call** the school on the **date of absence AND send a note** stating reasons for the student's absence on the date the student returns to school.
2. Parent notes will be accepted for student or family illness or injury up to **five (5) days per year**. After a student has missed five (5) days excused by parent in a school year, a **doctor or dentist statement** must be presented for the absence to be excused.
3. Doctor's excuses must be presented to the office within **two (2)** days of the child returning to school. Doctor's excuses **will not** be accepted **after two (2)** days and the absence will be **unexcused**.
4. When a student has accumulated in a school year:
 - three (3) or more unexcused absences or has three (3) unexcused tardies
 - **Or** has more than five (5) excused absences and 5 doctor's excuses for a total of 10
 - **Or** has more than five (5) doctor's excuses

The attendance committee may meet. The committee will consist of the child's parents, principal, teacher, guidance counselor, family resource director, school nurse and attendance clerk. The purpose of the committee is to review student grades, discipline and attendance to determine if home bound instruction is appropriate. All absences after the attendance committee has met may warrant a home visit from the principal, family resource director, and/or DPP.

Attendance Blitz

Attendance is important every day of the school year. If your child is not at school they are missing out on valuable learning. Every year we highlight the importance of attendance through our "Attendance Blitz." It will begin the first week of September and will end the first week of Oct. Another reason we choose to highlight this time period is that it is designated by the state of KY as a key period in determining our school's funding for the upcoming year. During this time period we will offer rewards to students and teachers for "Perfect Attendance." We ask that you do not schedule doctor or dentist appointments that require your child to arrive late or leave early. We also ask that if your child is truly sick that you do not send them to school. More information will be sent home next week.

Attendance Blitz Guidelines are as follows:

- Students must be with their teacher and classmates at 7:50. If they enter the building at or after 7:50 for any reason they are considered tardy.
- The school day ends at 2:40. If a child leaves the building for any reason before the 2:40 bell they are considered tardy and will not have perfect attendance nor will their class.

To be fair to all- No Exceptions will be made. More info about the blitz will be sent home in August.