

# COUNCIL POLICY

**DISTRICT:** Washington

**SCHOOL:** North

POLICY TYPE (CHECK ONE)

FUNCTION (BY-LAWS)

POLICY NUMBER

FUNCTION (OPERATIONAL)

8 • 00

**FUNCTION:**

**TITLE**

Attendance Policy (7-12)

## POLICY STATEMENT

### WASHINGTON COUNTY SCHOOLS

ATTENDANCE POLICY (GR. 7-12)

### WASHINGTON COUNTY SCHOOLS

ATTENDANCE POLICY (GR. 7 - 12)

The following reasons will be considered excused absences. (All notes must be presented to the attendance clerk within two school days after student's return.)

- ❖ Student is sick and has a doctor's statement. For chronic illness, one doctor statement may be sufficient (Parents or guardians need to contact the building principal if this case exists.)
- ❖ Medical or dental appointments that cannot be made after school hours. Must bring in statement from doctor confirming date and time.
- ❖ Serious illness in the immediate household. (Principal's discretion.)
- ❖ Order of a court.
- ❖ Death in immediate family. (Limit three (3) days except for extenuating circumstances.)
- ❖ Family emergency. (Principal's discretion)
- ❖ Natural disaster or emergency beyond control of student.
- ❖ College days. Pre-approved by school official and verification of trip by college or tech school. (2 days for seniors)
- ❖ School-sponsored trips are not absences as they relate to the attendance policy. Students are required to make up missed work.
- ❖ Test administered by school counselors or colleges. Documentation of attendance necessary.
- ❖ Driver's license or driver's permit test. (1/2 day for each; limit one.)
- ❖ Pre-arranged **educational** family trips may be excused at the discretion of the principal. (Students must be passing all subjects, fewer than 6 absences and none unexcused, student report or project required which reflects the educational value of the trip.) Two (2) days maximum.

**The following will be considered excused absences and are eligible for parent notes: (Limit-----Six (6) days total.)**

- ❖ Student is sick and has a note from guardian. Notes must be presented to the attendance clerk within two school days following student's return to school.) Two (2) day limit per note.—Over two days requires a Doctor's note.
- ❖ Funeral attendance - Outside immediate family (Parent note)
- ❖ Religious Function for moral instruction as defined in KRS 158.240

### **Special Notes**

- ❖ Parents are encouraged to notify (call) the school by 10:00 A.M. if a student cannot attend.
- ❖ Suggested options for doctor's notes include health department, family service center (FSC/YSC) and contacting the school nurse.
- ❖ Students are encouraged to make-up work (for credit) from excused absences. The student is responsible to get the assignments from the teachers. The student will have one day for each day absent to make up the work.
- ❖ The principal or assistant principal has the final say on any excused absence.
- ❖ Students must be in attendance for more than one-half of the day to be allowed to attend or participate in any extra/co curricular event.
- ❖ Forged notes, altered excuses and other abuses will be addressed severely.

### **APPEALS**

Parents/students may appeal the assignment of an excused/unexcused absence to the attendance appeals committee. The appeal must be based upon either process or asking consideration based upon special need or circumstance.

### **TRUANCY (KRS)**

After three (3) unexcused absences the student will be sent a **Final Notice** stating that any more unexcused absences will result in court charges being filed against the student. After eight (8) unexcused absences, students over sixteen will be referred to the Kentucky Transportation Cabinet and have their drivers license revoked.

**Date Adopted: Feb. 23, 2004**

**Final: March 22, 2004**