

# COUNCIL POLICY

**DISTRICT:** Washington

**SCHOOL:** North

POLICY TYPE (CHECK ONE)

FUNCTION (BY-LAWS)

POLICY NUMBER

FUNCTION (OPERATIONAL)

7 • 00

**FUNCTION:**

**TITLE**

Attendance Policy (K-6)

## POLICY STATEMENT

### WASHINGTON COUNTY SCHOOLS

#### ATTENDANCE POLICY (GR. KG - 6)

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.
- ❖ School-sponsored trips are not absences as they relate to the attendance policy. Students are required to make up work missed while on these trips.
- ❖ 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 required to make-up work (for credit) from excused absences. The student and teacher will work together to see that the work is completed in a reasonable amount of time.
- ❖ 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 further unexcused absences will result in court charges being filed against the parent/student. Continued unexcused absences will result in educational neglect charges being filed against the parent or guardian of the offending student.

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

**Final: March 22, 2004**