

ATTENDANCE RULES AND REGULATIONS

Pupils are required to attend regularly and punctually the school in which they are enrolled. The Kentucky Department of Education has changed the method for calculating student attendance. Previously, students were considered half-day absent, full-day absent, or tardy (up to 34% of the instructional day). Beginning with the 2006/2007 school year, student attendance will be calculated as follows:

Tardies—A tardy will be recorded when a student misses sixty (60) minutes or less of the school day. This includes late arrivals, midday appointments less than 60 minutes, and early checkouts.

Absences—An absence will be calculated on an exact percentage of the day missed. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day. For example, if a student misses 100 minutes of a 375 minute school day, an event of 27% absence will be recorded for the student. The student report card will display the number of tardies, the number of events, and the total number of accumulated absences (the sum of all event percentages). For example, a student may have 5 events (recorded absences of 30%, 80%, 40%, 100%, and 65%). The report card would then indicate 5 events and 3.15 days absence (the sum of all the percentages).

Students, parents and guardians should be reminded that the law regarding truancy has not changed. Any student who has six (6) unexcused absences (of any percentage) or tardies or any combination of six unexcused absences and tardies is considered legally truant and may be subject to court proceedings.

Excuses for absences must be submitted in writing to the proper school authorities within three (3) school days after the student returns to school. Excuses received after the third day following the student's return to school will be disallowed, and the absence will be considered unexcused.

Tardiness: Tardiness is not being in the assigned area at the time designated. Tardiness includes being late to homeroom, class, library and other school activities.

Excused Tardies: Students may be excused for not being in assigned area at the designated time for the following reasons:

1. Tardies caused by teacher, counselor, or principal to complete student assignments or conferences. Student must have note from respective faculty member. Student is responsible for making sure the tardy is marked excused by the office.

2. Tardies accompanied by a doctor, dental, court summons, or driver's test statement.
3. Tardies caused by late bus.
4. Principal excused tardies.

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Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, 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. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant. A student who is absent for sixty(60) minutes or less of the regularly scheduled school day is tardy. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action. For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

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,
3. Medical appointment for the student,
4. Court summons,
5. Religious holidays and practices,
6. Driver's license test or examination,
7. Pre-arranged absence,
8. One (1) day for attendance at the Kentucky State Fair,
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,
11. One (1) day upon the return of parent/guardian from active military duty, or

12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Parents to Notify School

If their child is unable to attend school, parents are asked to call the school by 10:00 a.m. to communicate the reason for the absence. Otherwise, parents shall send a written excuse with their child on the next day of attendance. Unless the school receives a call or note, the absence will be counted as unexcused. (Limited to three (3) parent notes.)

Make-up Work

Students with excused or prearranged absences shall be permitted to make up work they have missed. It is the student's and parent's responsibility to contact teachers concerning make-up work. Students shall be allowed the same number of days to complete make-up work as they were absent. Under no circumstances shall students with excused or prearranged absences have less than two (2) days to complete make-up work.

Students Who Have Been Suspended

Days missed while on suspension shall be counted as unexcused absences. Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.

Prearranged Absences

When parents know in advance that their child will miss school, they may request approval for an excused prearranged absence. Advance arrangements shall be made through the Principal or designee to obtain homework assignments for the student. Except in emergency situations as determined by the Principal, arrangements for prearranged absences shall be made at least five (5) days in advance of the absence.

Excessive Absenteeism

The Principal may request that the Director of Pupil Personnel convene an attendance hearing for students sixteen (16) years old and younger who miss ten (10) or more days of school, regardless of the reason.

Magoffin County Schools

Scott Helton, Superintendent

Dear Parent(s)/Guardian(s)

Nothing will be of greater importance to your children's education and their future than your commitment to making sure they are in school every day. If your children have poor attendance, they will experience some degree of academic deficiency. On the other hand, if you ensure that they have high attendance, you can be certain that you are opening a door of tremendous opportunity for them, and you are giving them the hope of a bright future. For this reason, state attendance laws are in place to safeguard your child's education.

Magoffin County Schools wants to stress to you the importance of making certain that your children attend school every day. **We ask that you read the attendance policy for absences and excuses at your school. We ask that you sign this signature page which serves as verification to us that you have read and understand the state law on attendance and the penalties that can result for violating it. The attendance laws are included in this packet. Please return this signature page along with the other forms that must be returned to your children's school.**

Magoffin County Schools wishes you success in fulfilling this obligation, and will offer to you any support that we can to help you fulfill it.

Sincerely and Respectfully,

Terry Watson

Terry Watson

Director of Pupil Personnel

Garland Yates

Principal – Herald Whitaker Middle School

Please Sign and Return To School:

_____ Date _____