

Attendance Policy

ATTENDANCE/TARDINESS/EARLY DISMISSAL/LATE ARRIVALS/TRUANCY

ATTENDANCE (KRS 159.010)

1. The following reasons will be accepted as an excused absence:
 - a. Death or severe illness in the pupil's immediate family.
 - b. Illness of pupil. TWO PARENT NOTES PER NINE WEEKS. The note must be submitted within two days of the absence. Each note will excuse only 1 day. (For multiple days a student should have a doctor's statement).
 - c. Religious holidays.
 - d. One day for attendance to the KY State Fair.
 - e. Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments.
2. A phone call will be made to the parent after the third unexcused absence.
3. A letter will be sent home after the sixth unexcused absence. The letter sent home will inform the parent that after the eighth absence the students will be referred to the court system for mediation.
4. Students with six or more unexcused absences will not be allowed to attend school dances, including prom.

SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later day shall be accepted. Work assigned and due during suspension shall not be accepted.

No make-up work will be accepted for any unexcused absence. The advisor will check grades and attendance on the report cards and question any discrepancies.

EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons.

1. Death or severe illness in the pupil's immediate family.
2. Illness of pupil. TWO PARENT NOTES PER NINE WEEKS. The note must be submitted within two days of the tardy. Each note will excuse only 1 day
3. Religious holidays.
4. One day for attendance to the KY State Fair.
5. Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments.

UNEXCUSED TARDIES

No work will be made up for the time the student was absent due to the tardy. After three UNEXCUSED tardies to school, a student with parking privileges may lose his/her parking permit for 9 weeks. During this parking suspension, another unexcused tardy will cause the loss of parking privileges for another 9 weeks. Once a student receives three UNEXCUSED tardies to school or receives his/her fourth tardy to a class per semester, they will be sent to the office for appropriate disciplinary action.

CHECK-OUTS

Checkouts will be excused for the following reasons.

1. Death or severe illness in the pupil's immediate family.
2. Illness of pupil.
3. Religious holidays.
4. One day for attendance to the KY State Fair.
5. Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments.
6. Students must provide a note for an excused checkout when returning to school.

All other checkouts are unexcused. *Note: No make-up work will be accepted ~~made-up~~ for the time the student was checked out due to the unexcused checkout.*

Doctor and dental appointments are for appointment times only and students must bring a note from the appropriate office.

TRUANCY

HB 72 – AN ACT relating to habitual truancy.

- Identifies any public school student who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant.
- Identifies as a habitual truant, a student who has been reported as truant two or more times.
- Hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. Hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws. Holds the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws.
- Requires school district personnel to inform students (between 18 and 21), parents, guardians, and custodians that they are subject to the truancy laws.

Adopted July, 2000

Amended 10-25-07

Amended 11-15-2011

Council Chairperson: _____