

Attendance – Washington County Elementary School

When students are tardy to school or leave school early, they miss valuable instructional time. Students are tardy if they arrive after 7:45 a.m. or are checked out before 2:55 p.m. Students who arrive after 7:45 a.m. must be accompanied by an adult and follow office procedures to check in before they report to their homeroom. We ask that you try to schedule all medical and dental appointments after school hours or on Saturdays, if possible. When a child has to arrive late to school or leave early from school, the parent/guardian is required to sign in/out the child in the office. **Checking in late and/or checking out early are registered as an “UNEXCUSED TARDY/ABSENCE” on a child’s attendance record. Parents must provide written documentation within two days of the tardy/absence, in order for the tardy/absence to be excused. Otherwise the tardy/absence will remain unexcused. Three unexcused tardies is considered truant.** Attendance/tardy letters will be sent to families not in compliance with the Washington County School District attendance policy (see below). Should your child exceed the tardy/unexcused absent limit the DPP of the district will be notified and Washington County and KRS procedures and policies and will be followed.

TRUANCY (KRS)

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.

After three (3) unexcused absences the student will be sent a **Courtesy Letter**.

After six (6) 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.

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.

DISTRICT ATTENDANCE POLICY (Grades K – 6th)

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, if the trip is deemed, by the principal, to be an **EDUCATIONAL ENHANCEMENT OPPORTUNITY (EEO)**. A **completed EEO form must be submitted to the Principal at least five (5) days prior to the scheduled absence.** (WCES procedure) *This type of absence will not be approved during the school's*

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state testing (KSA) window. Student attendance and school performance, in addition to the connection to education, will be considered in the principal's decision.

The following will be considered excused absences & are eligible for parent notes (Limit 6)

- ❖ Student is sick and has a note from guardian. Notes must be presented to the attendance clerk within two (2) school days following student's return to school. Two (2) day limit per note (More than two (2) days requires a doctor's note);
- ❖ Funeral attendance outside immediate family; or
- ❖ Religious Function for moral instruction as defined in KRS 158.240
- ❖ Forged notes, altered excuses and other abuses will be addressed severely.

WCES Attendance 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 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. One day of absence = one day for work to be completed; 2 days absent, 2 days to turn in, etc.
- ❖ 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.