

Washington County High School

Attendance Policy

District: Washington
Policy Type: School Operational

School: Washington County High School
Policy Number: 9.1.5

Attendance Requirements and the Potential Impact on School Activities

In order to participate in various school activities, WCHS students must maintain a commitment to regular attendance throughout the school year. Attendance and academic achievement go hand in hand for student success. This attendance policy is designed to ensure that students are demonstrating integrity and dedication by their presence in the classroom. Excessive absences will result in consequences outlined below, including students being prohibited from participating in certain field trips, dances, and graduation activities as noted. **WCHS will not be responsible for financial loss incurred by students as a result of these attendance policy consequences.** Extenuating circumstances will be reviewed on a case-by-case basis, with the principal making the final decision. Students are expected to attend school for 420 minutes per day.

Every Minute Counts.

Calculation of Daily Attendance (Whole Day/Half Day) and Tardies

In accordance with 702 KAR 7:125

- Daily attendance is represented as 0%, 50%, or 100%.
- Based on the Kentucky Department of Education (KDE) definitions, a student who misses between 0 and 147 minutes of the school day shall be considered Tardy. A Tardy is missing 35% or less of the school day.
- Based on the KDE definitions, a student who misses between 148 and 356 minutes of the school day shall be considered Half-Day Absent. A Half-Day Absent is missing 36-84% of the school day.
- Based on the KDE definitions, a student who misses between 357 and 420 minutes of the school day shall be considered Whole-Day Absent. A Whole-Day Absent is missing 85-100% of the school day.
- Two unexcused half-day absences will accumulate to a whole day unexcused.
- Four tardies will accumulate to a half-day unexcused absence. Eight tardies will accumulate to a whole-day unexcused absence.

NOTE: School personnel do not determine a tardy/half/whole day. KDE calculates based on the check in/out time entered by the student when he/she arrives at school.

Examples of **excused absences** include but are not limited to illness with a doctor note, college visit, court appearance, and driver's license exam.

Examples of **unexcused absences** include but are not limited to truancy, missed ride, overslept.

Please refer to Student Handbook for additional information regarding excused/unexcused absences.

Attendance Procedures / Consequences

Six (6) unexcused absences – Central office sends notice to guardians

Eight (8) unexcused absences – student is unable to attend school dances (Prom, Winter Formal, etc.) and/or field trips, unable to be exempt from junior or senior final exams, unable to job shadow, unable to participate in extra/co-curricular activities.

Ten (10) unexcused absences – student is unable to attend senior trip and/or senior walk

I have read and understand the criteria for Attendance Requirements and the Potential Impact on School Activities

Student Name (Print)

Student Signature / Date

Parent Signature / Date

Date of Adoption: 10-26-17
Revision: 4-18-19
Revision: 6-3-24

Chairperson: Malissa Hutchins
Malissa Hutchins
Charlie Cox