

ATTENDANCE POLICIES for HENRY COUNTY PUBLIC SCHOOLS



Student attendance makes the difference in school and future successes. Students who accomplish the most in life are the same ones who are engaged at school the most!

All students are expected to be in school every day. They should arrive on time and remain at school until the final dismissal bell. However, there are times that it is necessary to be absent. Board Policy 09.123 governing attendance takes this into account.

EXCUSED ABSENCES

An excuse for absence or tardiness can be obtained for the following reasons:

- Illness of pupil as verified by a physician's statement. After the 10th medical absence, a Medical Excuse Form 09.123AP available at the office or online should be submitted.
- Death in the pupil's immediate family as verified by a note from the funeral director.
- Court appearances as verified by an official court note.
- Driver's test for permit or license.
- Religious holiday observance.
- Other valid reasons as stated in board policy or approved by the principal.

Parent notes for a maximum of five absence events per year will be accepted to allow for days when students cannot attend due to minor illness not requiring a doctor's visit or other reasons. *An event is three or fewer consecutive days out of school. Use these absence event notes carefully since they must last all year for such absence reasons. Parents can request a *Physician Form for a Requested Extension of Parent Notes to Excuse Absences* to allow a physician recommendation of additional parent notes for a long-term medical condition.

When returning to school following the absence, the student must bring a signed note as described above within two days following the absence. You also need to bring in a note for check-ins/outs. You will receive an admission slip that notifies the teacher that the absence was excused. Unless you complete this process, the day will be unexcused.

UNEXCUSED ABSENCES

Any absence that is not for the previously stated reasons is considered unexcused, including suspension days. School work for unexcused absences cannot always be made up.

TRUANCY

According to Kentucky law "Any pupil who has been absent or tardy from school without a valid excuse for 3 days or more is a truant. A pupil who has been reported as a truant 2 or more times is a habitual truant."

Kentucky law requires that school districts enforce attendance laws. When students are habitual truants (by having 6 unexcused absences and/or tardies) the director of pupil personnel shall begin legal proceedings for enforcement



of the compulsory attendance laws. If a student fails to meet the requirements for attending school, either the parent/guardian or the child will be held responsible for the truancy. In Kentucky Legislation, all school districts must inform their local county attorneys of any student who reaches 15 unexcused

absences. No Pass/No Drive requirements for older students means they must stay in good standing to keep driving privileges.

The school will communicate with parents to make sure they know when their student is absent. Parents should call the school any morning after 7:45 when a student will not be attending. If a student is on the absentee list and no call has been received, staff members will contact the parent to validate the absence.

What to do with any absence from school:

- **Parents - Call the school to let them know of the absence**

Campbellsburg	845-8630
Eastern	845-8640
New Castle	845-8650
HCMS	845-8660
HCHS	845-8670
- **Obtain an appropriate note stating the date(s) of the absence**
- **Submit the note in the front office or to elementary teachers before classes begin upon return to school**
- **Take your admission slip to each teacher so the absence will be excused and you can make up timely assignments**