



# Student Attendance

We believe that good school attendance is one of the most important factors in student achievement. We want to work with you to ensure that we do all we can to give your child the best chance to succeed.

## Attendance Information

- **ALWAYS follow up all absences from school with documentation, INCLUDING early check out and late arrival.**
- All excuses must be turned in within 3 days of the child's return to school.
- A student that has been absent from school may turn in a **parent note** listing specific days and reason for the absence for up to **6 days per school year**. Students who have used all 6 parent notes will be required to turn in a doctor statement listing the specific days upon which the child should be excused from school. A parent may contact the principal or designee to explain the situation and request an exception. An exception must be requested on each occurrence unless other arrangements are made. If a guardian wishes to ask for an exception to this policy they should contact a school administrator on or before the day the absence occurs.
- Students that have been absent from school **more than 15 (excused and/or unexcused) days** must have the districts **medical excuse form** completed in order for an absence to be excused. Exceptions to this policy can only be made when a chronic medical condition exists supported by documentation from a physician, or other extenuating circumstances that should be discussed with a school administrator.
- Any student sent home by the school nurse will be excused from school on that day (head lice policies notwithstanding), but a note should still accompany the child upon their return to school. If the child is absent for additional days beyond the day the student was sent home by the school nurse all normal policies regarding documentation will apply.
- Any student who leaves school having not been advised by the school nurse to do so will not be excused without meeting normal requirements for excused absences.
- Students who are absent from school or going to be absent from school for non medical reasons should contact an administrator at the school to determine what type of documentation will be needed in order for the absence to be excused.
- Any time you know or assume that your child will be absent from school for 5 or more days due to illness, surgery, injury, etc.... contact your child's school immediately to inquire about home hospital instruction.

## Definitions

- 📖 Any child present at least 65% of the day is considered to be in attendance 100% of the day. This is approximately 4 hours and 30 minutes, but check your child's school for exact times since start and end times vary from school to school.
- 📖 Any time a student is absent less than 35% of the day it is considered to be a tardy. This is approximately 2 ½ hours, but check your child's school for exact times since start and end times vary from school to school. A student that is tardy is considered to be in attendance 100% of the day.
- 📖 Any time a student is in attendance between 16% and 65% of the day they are considered to be present ½ the day. 16% of the day is approximately 1 hour and 10 minutes, but check your child's school for exact times since start and end times vary from school to school.
- 📖 Any child present less than 16% of the school day is considered to be absent all day.

## What is Truancy?

- 📖 The state of Kentucky defines simple truancy as 3 unexcused absences.
- 📖 Habitual truancy is defined as 6 unexcused absences.
- 📖 Once a student becomes a habitual truant the Director of Pupil Personnel is required to assess the factors contributing to the student's truancy issues. This may include all of the following: information gathered from the student, information gathered from the child's teachers, parent conferences, and a home visit by the Director of Pupil Personnel.
- 📖 Students accumulating 6 or more unexcused absences during the course of a school year will receive a notice of being in violation of Kentucky attendance laws. Any additional unexcused absences after the 24 hour period can result in a referral to Simpson County Court Designated Worker (CDW) for truancy, or to the County Attorney for educational neglect.