

**Lawrence County Schools
2022-2023
Attendance Information
For Parents, Guardians and Students**

LAWRENCE COUNTY VIRTUAL ACADEMY (Grades 6-12 only)

Please be advised that for the 2022-2023 school year that Lawrence County Virtual Academy student PARTICIPATION shall be counted the same as in-person student ATTENDANCE. It will be counted as an absence or a tardy as appropriate when a student enrolled in the Virtual Academy does not participate. A Parent or Healthcare Provider Note should be provided to the school to excuse the absence or tardy.

TRUANCY DEFINED

Pupils are required to attend regularly and punctually the school in which they are enrolled. Any student who has attained the age of six (6) but has not reached his/her eighteenth (18th) birthday, who has been absent without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student who has been reported two (2) or more times is a habitual truant.

UNEXCUSED ABSENCES

Students who have accumulated seven (7) or more unexcused events (absent days or tardies) shall be ineligible for extra curricular activities, including:

- Athletics
- Academic Competitions
- Non-Instructional Field Trips
- After School Activities
- Dances
- Prom

Any twelfth (12th) grade student who has accumulated seven (7) or more unexcused events (absent days or tardies) will not be allowed to participate in high school graduation ceremonies.

The following reasons are considered unexcused absences: indifference of parent or guardian, poverty, working at home or business, transportation (missed bus or car trouble), distance from school, unknown by parent or guardian, overslept, out of town, juvenile detention, baby-sitting, and childcare.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work can be made up, including:

- Death or severe illness in the student's immediate family
- Illness of the student; includes mental or behavioral health
- Religious holidays or practices
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent or guardian called to active military duty
- One (1) day upon return of parent or guardian from active military duty
- Visitation for up to ten (10) days with a student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside the country, is granted rest and recuperation leave
- Other valid reasons as determined by the Principal, including trips qualifying as Educational Enhancement Opportunities

NOTES REQUIRED

All absences and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be submitted to the school within three **(3) student attendance days** upon the student's return to school following the absence or tardy event. If the note or documentation is **not** received within three **(3) student attendance days** the absence event or tardy will remain **unexcused**.

Parent or Guardian Notes: A student returning to school following an absence must submit a note within three **(3) student attendance days** signed by a parent or guardian. **Six (6) Parent or Guardian Notes** shall be accepted as excused each school year.

Health Care Provider (Doctor) Notes: A student who is absent due to illness and is seen by his/her doctor shall within three **(3) days** of return to school submit the health care provider's statement. The following information is required on the excuse statement:

- Name of health care provider
- Date and time of appointment
- Date student can return to school
- Health care provider's signature

ALTERNATIVE DOCUMENTATION

The principal/designee shall excuse absences or tardies for death or severe illness in the pupil's immediate family upon receipt of appropriate documentation not requiring the use of one (1) or more of the (6) parent or guardian notes.

Students who the school health nurse determines are unable to be in attendance at school due to illness, injury, or mental health issue shall be excused by the principal/designee upon the recommendation of the school health nurse not requiring the use of one (1) of the six (6) parent or guardian notes.

QUARANTINED AND ISOLATED

Students who have been officially quarantined or isolated by the Health Department or physician shall turn in an excuse which will be entered as a doctor's note.

TARDIES

Tardiness is disruptive to the learning environment. It is important to note that reporting to school late or leaving prior to the end of the school day are both considered tardies and that tardies are considered absent events the same as full-day absences. Please refer to Truancy Defined, Unexcused Absences, and Notes Required sections within this document for details regarding unexcused tardies. **NOTE:** Students signing in late or checking out early must provide the school office with a Parent/Guardian Note or Healthcare Provider (Doctor) Note within three **(3) days** of the late sign-in or early check-out or the tardy will remain unexcused. Parent or Guardian Notes provided to the school office for late sign-ins or early check-outs count toward the six **(6) Parent or Guardian Notes** that are accepted as excused each school year.

EDUCATIONAL ENHANCEMENT

Students may be allowed up to ten (10) days per school year to participate in an Enhanced Educational Opportunity that the Principal determines to be of significant educational value. The major purpose of the opportunity must be educational and focused on one or more of the core curriculum subjects of English, science, mathematics, social studies, foreign language, or the arts. Educational Enhancement Opportunity Requests Forms can be obtained in the school office and are available on the district webpage and must be submitted to the Principal for approval at least five (5) days prior to the educational opportunity.

HOME/HOSPITAL INSTRUCTION

Home/Hospital (Homebound) Instruction will be available for any student who due to illness or injury will be absent from school five (5) or more consecutive days and qualifies for Home/Hospital Instruction. Home/Hospital Instruction Applications can be obtained in the school office and are available on the district webpage.

ATTENDANCE INTERVENTION AND TRUANCY COURT

Following the first and prior to or upon the third unexcused absence or tardy the principal or designee will attempt to contact the parent or guardian to inquire about the unexcused absent event(s) and to inform the parent or guardian of the attendance policy and the student's current number of unexcused absences and tardies. The principal or designee will counsel with the student in an effort to identify and address any barriers to regular attendance and provide the student with a warning regarding additional unexcused absences or tardies and inform the student of the attendance policy and the student's current number of unexcused absences and tardies.

Upon the third unexcused absence or tardy the principal or designee will serve the parent or guardian with a written notice in the form of a letter that indicates the student's current number of unexcused absences or tardies; this letter will also include a hardcopy of the attendance policy.

Following the fourth prior to or upon the sixth unexcused absence or tardy the principal or designee will schedule a conference to inform the parent or guardian of the attendance policy and the student's current number of unexcused absences or tardies; this conference may be conducted by telephone if the parent or guardian is unable to attend in person. The principal, designee, or family resource youth service center personnel shall conduct a home visit to determine why the student has been absent and to offer support.

Upon the sixth unexcused absence or tardy the principal or designee will serve the parent or guardian with a second written notice in the form of a letter that indicates the student's current number of unexcused absences and tardies; this letter will also include a hardcopy of the attendance policy. In addition, the principal or designee will provide the Director of Pupil Personnel with documentation of the written notices, counseling, verbal warning, and communication of the attendance policy to the parent or guardian and student.

Upon the seventh unexcused absence or tardy the Director of Pupil Personnel will serve a Final Attendance Notice including the attendance policy by mail or home visit and monitor for additional unexcused absences or tardies.

The principal or designee will serve the parent or guardian with a written notice in the form of a letter that indicates the student's current number of unexcused absences and tardies and **informs the student and parent/guardian that the student is ineligible for extracurricular activities, including: athletics, academic competitions, non-instructional field trips, after school activities, dances, and prom.**

The principal or designee will provide the Director of Pupil Personnel with documentation via an affidavit and truancy evaluation form and/or educational neglect survey that will be **utilized to notify the Court Designated Worker assigned to Lawrence County of the student's truancy and/or to charge the parent(s) or guardian(s) with Educational Neglect/Unlawful Transaction with a Minor with the Office of the County Attorney as appropriate.**