

# **Attendance Procedures**

Announcing Boone County School's Public School's Amended Attendance Procedures

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in each class on time. To secure such attendance, we ask your hearty cooperation. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Boone County Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class, on time, every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of the absence to inform the school of the reason for the absence. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. The excuse note must be turned into the school within 10 school days of returning to school. If a note is not received by the school within that time frame, the absence or tardy will be counted as unexcused. Up to 8 days of absences/tardies for which parents/guardians have sent written excuses will be excused.

## **KENTUCKY COMPULSORY ATTENDANCE LAWS**

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

## **EXCUSED ABSENCES** (requires written statement)

1. Death or severe illness in the pupil's immediate family. (Parent Note or Obituary)
2. Illness of the pupil, including mental or behavioral health. (Day of, excused by school, parent/doctor/third-party note required for additional days)
3. Religious holidays and practices. (Parent Note or Principal Excused Absence)
4. One (1) day for attendance at the Kentucky State Fair. (Exempt Code provide documentation such as ticket to Fair)
5. Documented military leave. (Exempt Code Military documentation required)

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6. One (1) day prior to departure of parent/guardian called to active military duty. (Exempt Code Military documentation required)
7. One (1) day upon the return of parent/guardian from active military duty. (Exempt Code Military documentation required)
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave. (Exempt Code Military documentation required)
9. Students participating in any of the page programs of the General Assembly.
10. Other valid reasons as determined by the principal.

Medical Excuse- Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. Written statements must be received within 10 school days of a student's return to school to be counted as excused. Excuses brought in after the 10-day period will remain unexcused.

Parent Note - A maximum of eight (8) parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy (See list above). Otherwise, all absences and tardies after the 8 excused ones will be unexcused. Written statements must be received within 10 school days of a student's return to school to be counted as excused. Excuses brought in after the 10-day period will remain unexcused.

**TRUANCY, WHAT CONSTITUTES:** Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant.

Chronic Absenteeism: A student missing 10% or more of the enrolled academic year for any reason, including excused and unexcused absences. A student is considered chronically absent if they are present 90% or less of their full-time equivalency, which equates to missing approximately two days of school per month for an entire school year.

Moral Instruction: The district shall allow students to be excused for up to one (1) school assigned hour on no more than one (1) school assigned day each week, which shall include time attributed to travel to and from, to attend a District-approved request for a moral instruction offering upon receiving the consent of the pupil's parent/guardian