

ATTENDANCE INFORMATION AND PROCEDURES

Why an Attendance Procedure?

1. It is the law.
2. We know students can boost their academic achievement with regular school attendance. When absences are necessary, parents are asked to call the attendance office on the day the student will be absent.

May my child provide the school with a note if I want the absence or tardy to be considered “excused”?

Yes. **STUDENTS MUST BRING A NOTE**, signed by a parent/guardian with an approved Warren County Schools absence listed on the note, upon their return to school. A valid doctor or dentist note will also excuse an absence for health or dental issues. All written absence excuses must be received within five (5) school days of a student’s return to school. If notes are not received within five school days, the absence(s) will be UNEXCUSED, and teachers will not be required to assign make-up work. **If a child’s absence is unexcused, all assignments for that day shall receive a “zero” and will not be allowed to be made up.** Upon return from an absence, students should take their note to the attendance office. Please do not ask the attendance clerk to make exceptions to the rules. She is not authorized to do so.

Is there a limit to the number of notes a parent may provide to obtain excused absences?

Yes. A maximum of five (5) parent/guardian notes are allowed per semester. A parent/guardian note is only valid for one day of absence/tardy. A doctor’s note will cover a health event of consecutive days. Once a student uses all their parent notes for that semester, only a third party note, document or other information requested by the school may result in excuse of the absence or tardy. Otherwise, all absences and tardies after the 5 excused ones each semester will be unexcused.

Partial absent days will be added for an accumulation of whole-day absences.

What does the Warren County Board of Education consider to be an excusable absence or tardy at the high school level?

1. Death or severe illness in the student’s immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;

4. Testing for driver's license if accompanied by parent or guardian and upon approval of Principal or designee;
5. Religious holidays and practices;
6. Participation in school-related activities approved by the Principal or designee;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to active military duty;
9. One (1) day upon the return of parent/guardian from active military duty;
10. 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;
11. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities.

What is Truancy?

Truant defined: KRS 159.150 provides that within the previous twelve (12) months, any public school student who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse for three (3) OR MORE DAYS IS A TRUANT.

WHAT IS HABITUAL TRUANCY?

Once a student has at least three unexcused absences/tardies, the parent/guardian will receive a letter of notification from the school. If a student reaches at least five unexcused/absences, a school official will meet with them at school. Students reaching the status of habitual truant, six absences/tardies, can expect to receive a home visit from a school official. Continued absences and /or tardies after the home visit will be cause for the school to file a petition with the courts alleging the student is habitually truant.