

ELEMENTARY SCHOOL 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. Upon return from an absence, students should take their note to the office. Please do not ask the attendance clerk to make exceptions to the rules. He/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 ten (10) parent/guardian notes are allowed per year, for which the school may limit to 5 parent notes 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/year, 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 10 excused parent note events will be unexcused.

What does the Warren County Board of Education consider to be an excusable absence or tardy at the elementary 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. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military

duty;

7. One (1) day upon the return of parent/guardian from active military duty,
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,
9. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities. Educational Enhancement Opportunity forms (EHO's) must be requested and approved at least 10 days in advance of the time requested.

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?

If a student accumulates six unexcused absences, six unexcused tardies, or a combination of both equaling six, the student is considered habitually truant and court action may be taken to improve attendance. Additionally, any school student who has been reported as a truant two (2) or more times is a "habitual truant".

What action will the school take in case of 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 six unexcused/absences, a second letter of notification will be given to the family. Students reaching the status of habitual truant, six or more absences/tardies, can expect to receive a home visit from a school district official. Continued absences and/or tardies after the home visit will be cause for the school district to file a petition with the courts.

What is the procedure for early dismissal?

Parents/guardians wanting to pick up students during the school day should go to the office and sign the log with student name and reason for dismissal. The school is responsible for the safety of each student, therefore, parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the **DISMISSAL & EMERGENCY CARD** which is maintained by the school. It is the parent's/guardian's responsibility to make sure the **DISMISSAL & EMERGENCY CARD** information is current.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave for an appointment during the school day, parent/guardian must check the student out of school in the office and provide reason for early dismissal.
2. The attendance office will phone the teacher to dismiss the student upon the arrival of the parent/guardian.
3. The student is to report to the office to officially sign out.
4. Students will need to bring in any excuse notes from doctor, dentist, court, etc. within five (5) days to have the absence excused.
5. When the parent/guardian signs the student out, a written excuse may still be required to excuse the absence.

May my child makeup assignments missed because of absence from school?

It is the responsibility of each student who misses school to acquire his/her missed assignments from the teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive days, the parent may call the office or check the teacher's website for the student's homework and or assignments. Due dates will be determined by the teacher.

What should my child do if he/she becomes ill at school?

When illness occurs:

1. Your child should notify his/her teacher and ask him/her to call parent/guardian.
2. If it is determined the child will leave school due to illness, the child will be dismissed once the parent/guardian or other person listed on the **DISMISSAL & EMERGENCY CARD** arrives to get your child.
3. Your child must be signed out through the office.

IF A PARENT CHECKS A STUDENT OUT IS A NOTE IS STILL REQUIRED?

Yes

School personnel are **NOT** permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents/guardians must register medications with the office to be dispensed to students.

PLEASE NOTE THAT YOUR CHILD'S SCHOOL WILL ATTEMPT TO MAKE DAILY CONTACT WITH A PARENT/GUARDIAN IF YOUR CHILD IS ABSENT FROM SCHOOL.