# Attendance Policy

The Anderson County Board of Education and the staff of Anderson County High School believe that every student has the right to a good education and can receive his or her full share of this right only through regular attendance. Consequently, students are expected to attend school regularly as required by law. There is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school or college. It should be emphasized again that students are required by law to be in attendance every day that school is in session unless they have a justifiable excuse for their absence. Schools, as well as parents, are required to account for each and every student absence.

*NOTES REQUIRED*

Students returning to school following an absence must report directly to the attendance clerk and turn in a note, or place it in the appropriate note container. Each student absence, including late arrivals and early dismissals, must be for a valid reason to be excused. A note which must include the first and last name, signed by a parent/guardian is to be presented explaining the absence. The note must also provide the date of the day(s) missed as well as the phone number of the parent/guardian. A note must be presented to cover any time a student is absent from school, even if the student was checked in/out during the day by a parent/guardian. An email, to the attendance clerk, from the parent/guardian will also be accepted as a parent note and must include all information listed above. Based upon the information received the absence will be declared excused or unexcused in accordance with Anderson County Board of Education Policy.

*EXCUSED ABSENCES*

Absences (maximum of 9 total days per year) due to the reasons listed below will be excused provided a note from the parent/guardian is received within three (3) days of the student’s return.

1. Death or severe illness in the pupil’s immediate family.
2. Illness of the pupil.
3. Medical and dental appointments.
4. Participation in approved school-related activities.
5. Severe weather conditions or natural disasters.
6. Court appearance.
7. Other valid reasons as determined by a principal and/or The Appeals Committee.

*UNEXCUSED ABSENCES*

Up to nine (9) absences per school year will be excused with a parent’s note, after that, students are required to present a written statement from a medical professional. **An unexcused absence will result in a grade of zero for their daily class participation grade and any daily work**. A truancy report will be filed with the Director of Pupil Personnel when a student accumulates three (3) unexcused absences. \*\*See Code of Conduct for more information about truancy.

*HOME-HOSPITAL INSTRUCTION*

In the event that a student expects to be out of school for more than five (5) consecutive days due to illness, hospitalization, surgery, etc.; they may apply to be placed on home/hospitalization instruction. We recommend that the student applies before or as soon as absences begin.

*SPECIAL FACTORS*

Parents of chronically ill or handicapped students may provide a doctor’s statement in order for these students to receive special consideration. Special consideration may also be considered for death or severe illness in the immediate family, required court appearances and school related activities with prior approval from a principal.

*MAKE-UP WORK*

Students with excused absences are required to make up missed class work (assignments, quizzes, tests, etc.). Students are responsible for contacting their teachers concerning make-up work upon their return to school. Make-up work must be completed within three (3) school days unless an extension is granted due to extenuating circumstances. Class work that is not made up receives a grade of zero. Class work missed due to unexcused absences cannot be made up.

*NOTIFICATION OF PARENTS*

Parents will be notified by mail when their child accumulated 3 unexcused absences, 3 unexcused tardies, 6 unexcused absences, and 10 excused absences.

*TRUANCY*

Truancy is a violation of Kentucky’s compulsory attendance law. KRS 159.150 states “Any child who has been absent from school without a valid excuse for three or more days is a truant.” A truancy report will be filed with the Director of Pupil Personnel (DPP) when a student accumulates three (3) or more unexcused absences in a school year. Since state law holds the parent/guardian legally responsible for any violation by the child, the DPP will then make contact with the parents. If the problem is resolved, no legal action is taken. If the DPP is unable to resolve the truancy problem, he is obligated by law to pursue litigation.

*NO PASS-NO DRIVE*

In accordance with state law, KRS 159.051, students who accumulate nine (9) unexcused absences (INCLUDING SUSPENSION DAYS) during a semester lose their privilege to obtain or hold a driver’s license.

*DRIVING PRIVILEGES*

Students who accumulate six unexcused absences (**including suspension days**) for the academic year may lose their parking privileges for the remainder of the year.

*EDUCATIONAL FIELD TRIPS*

The Educational Field Trip forms (EHO) need to have documentation along with the completed form. Documentation examples are a copy of reservations of hotel, airplane ticket, made in advance receipts of something done while absent that are educational. Documentation can be turned in upon returning the first day back to school, but the EHO form has to be turned in before leaving. It will not be approved until all documentation has been turned in. If documentation is not turned in, the form may be used as a parent note (if a student has parent notes remaining for the year).

The completed EHO form needs to be turned in at least one week before the first day of the time away from school. This must be done so the principal has time to review and approve the absence. The completed form and documentation must be turned into the main office and given to the attendance clerk for verification (Mrs. Sherry Diaz).

KRS Law requires pre-approval for each EHO and it will not be approved after the event has taken place.

The state allows up to ten days per school year to be used with an EHO. However, only five days can be used at one time.

*PARENT PORTAL*

Guardians are encouraged to access the Infinite Campus Parent Portal to track student grades and attendance. Contact Travis Harley at the Board Office to gain access.

Attendance Notes/Questions: Sherry.Diaz@anderson.kyschools.us

# Attendance Programs

Cases of habitual truancy involving students in middle and high school are referred to the Court Designated Worker (CDW) as part of the Truancy Diversion Program (TDP). This program is designed to keep these issues out of court if at all possible. TDP involves several steps:

1. When students reach the level of 3 unexcused absences and/or tardies, parents and students are notified by letter from the CDW of a pre-complaint meeting to be held at the school to discuss school attendance. Parents are not obligated to attend but it is highly encouraged so that everyone is completely aware of the current circumstances and possible consequences that may result from continued unexcused events.

2. The meeting includes information shared by the DPP and CDW describing what steps will be taken should the student reach six unexcused absences/tardies.

3. If students reach six unexcused the DPP will make a home visit and then, based on his/her findings, may file a complaint with the CDW.

4. The CDW will then contact the parents to schedule a meeting, complete a battery of questions, and may assign the student to a diversion for six months.

5. A failed diversion may result in assignment to the FAIR team (family accountability, intervention, and response team) for further assistance.

6. Cases where the FAIR team is unsuccessful in correcting issues are forwarded to family court.

Charges of Educational Neglect may also be considered.