

11. Monroe County School District Attendance Policy K-12

Monroe County Students are expected to be in attendance all day on each scheduled school day. The Compulsory Attendance Law requires that all students are to be present in school every day and all day unless they have a valid excuse for the absence or tardy.

Parents/Guardians need to contact the school on the day of the absence to notify them when a child is absent. One of the following "Valid Excuse" documents must be sent to school per the guidelines in order for the absence to be excused.

Valid Excuses:

Excused Absence/Tardy: Absence/tardy with one of the following Valid Excuses:

All excuses must be turned into the attendance clerk within **3 days**. Failure to meet this deadline will result in an unexcused absence. It is the responsibility of the parent/student to see that appropriate documents are turned in to the attendance clerks to excuse any absences.

1. **Parent Note for Sickness:** 3 days or 3 tardies or a combination totaling 3 per semester can be excused with a PARENT NOTE explaining that the child was sick and unable to attend school. Only 3 Parent Notes per semester are allowed.
2. **Medical Statement for Sickness:** Statement from Doctors, Other Health Care Providers, or School Nurse will be accepted. Students are expected to return to school unless it is medically necessary to miss the entire day.
Students are allowed 10 Medically-Excused Absences per year. After the 10th medically excused absence, Monroe Medical Form (Attached) must be completed by the health care provider to excuse the absence.
3. **Death of Family Member:** A funeral home card will serve as the excuse.
4. **Summons to Court:** A copy of the court document requiring the student's attendance will serve as the excuse.
5. **Extreme Emergency:** These will be excused per the School Principal's discretion.

EHO Educational Enhancement Opportunity: Parents may request a principal to grant EHO Status for students to be away from school to participate in activities of a special educational nature for a total of 10 days per year that are directly related to a specific core content area. EHO Status is determined by the School Principal. EHO application must be submitted to the school before the date of the activity.

Home Bound Instruction: Parents of students who must be out of school for five or more consecutive days should contact the school regarding Home Bound Instruction.

Make up work for EXCUSED Absences: Students with excused absences will be allowed to make up all work missed. Make up work will not be completed during the regular school day.

Unexcused Absences

Truancy: KRS 159.150: Any child whose absences or tardies accumulate to THREE or more days, without valid excuse is a TRUANT.

Habitual Truancy: KRS 159.150 Any child who has been reported as a TRUANT two or more times is a HABITUAL TRUANT.

Procedures to Address Truancy and Habitual Truancy:

Step A: 2 Unexcused Absences or Tardies: Parents are notified by letter by the school stating that the child has 2 Unexcused Absences/Tardies and will be reported as being a TRUANT if child has one more Unexcused Absence/Tardy. The Attendance Policy will be attached to this letter.

Step B: 3 Unexcused Absences or Tardies: A letter is sent from the school to the

parents/guardians stating that the child has 3 Unexcused Absences/Tardies and is being reported as being a TRUANT. **Middle School and Freshman Parents will be invited to attend a Truancy Diversion Program Workshop conducted by the Monroe County Board of Education, Department of Juvenile Services, and other Monroe County Agencies.**

Step C: 5 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardian stating that the child has 5 Unexcused Absences/Tardies and that they will be referred to the Director of Pupil Personnel (DPP) if they have one more unexcused absence/tardy.

Step D: 6 Unexcused Absences or Tardies: DPP attempts a home visit and issues the Final Notice to the parents either in person or certified mail. The final notice will remain in effect for 12 months from the date it is issued.

Step E: 7 Unexcused Absences or Tardies: DPP files a formal complaint with the Court Designated Worker or the County Attorney. See Below:

Students Age 5-12: Parents will be reported to the County Attorney which may lead to being charged with Unlawful Transaction with a Minor.

Students Age 12-17: Students will be reported to the Court Designated Worker.

Students Age 18 or older will be charged with Habitual Truancy with the County Attorney.

Make up work for UNEXCUSED Absences: Students with unexcused absences will be allowed to make up work at the teachers' discretion. Make up work will not be completed during the regular school day.

Other Attendance Details:

School Level Policy: Each school will determine school specific rewards for good attendance and consequences for poor attendance. Each SBDM council will make these decisions as well as others to best meet the needs of their students.

Extra Curricular Program Participation:

Students not in attendance for the entire day will not be allowed to compete/perform/practice in extra curricular activities that day at or after school. The following exceptions will be taken into consideration: Death of a Relative, Doctor's Appointment, Mandatory Court Appearance, Special circumstance (to be determined by principal.)

Perfect Attendance: The student must have ZERO absence events as well as no more than 4 tardies to have perfect attendance.

Other Definitions:

Tardy: When a child arrives late or leaves early with the total amount of time missed 60 minutes or less.

Parent Note: A statement written by parent/guardian explaining why the child was absent or tardy. This can be used 3 times per semester. Must be signed by the parent and dated. Parent Notes must be turned in to the Attendance Clerk within 3 days.

Medical Statement: An official statement from a Doctor or other Health Care Provider stating that the child was unable to attend school due to sickness. Must be signed by Doctor or Health Care Provider and turned in to the office within 3 days.

Monroe Medical Form: Required form when student has 10 or more doctor's statements. The form must be completed by the Doctor or Health Care Provider for the absence to be excused.

MONROE COUNTY HIGH SCHOOL
APPROVED SCHOOL ACTIVITY FORM

ANY STUDENT REQUESTING THIS FORM MUST BE PASSING
THREE (3) OUT OF FOUR (4) CLASSES TO BE ELIGIBLE FOR A
SCHOOL APPROVED TRIP.

_____ will be away from school on _____
(NAME) (DATE)

to participate in a _____ activity. He/she is to be excused from class and counted in attendance provided arrangements have been made with teachers previous to the day student is to be excused. This form is to be turned in at least two (2) days prior to school approved activity. The activity advisor in relation with the activity is to sign this form first. Signatures thereafter are to be in the order listed below.

TEACHERS:

You must place the current grade of the student on this form along with your signature. It will be determined by the office if the student is eligible to go on the school-approved activity.

_____ Activity Advisor

1st Block Teacher _____ Grade _____

2nd Block Teacher _____ Grade _____

~~(NEST)~~
Advisory Teacher _____ Grade _____

3rd Block Teacher _____ Grade _____

4th Block Teacher _____ Grade _____

5th Block Teacher _____ Grade _____

_____ Principal Signature

_____ Approved

_____ Denied

Educational Enhancement Opportunity Request Forms

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school's CAIS testing or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____ # of Total Absences to Date _____

Date(s) of Intended Absence(s) _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student Date Signature of Parent/Guardian Date

Educational Enhancement Opportunity Request Forms

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have "significant educational value" and be "intensive" in nature. Yes No
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No
3. The major purpose of the trip is educational. Yes No

As Principal, I recommend I do not recommend that this educational opportunity absence be granted.

Principal's Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE ONLY

As Superintendent, I recommend I do not recommend that this educational opportunity absence be granted.

Superintendent's Rationale _____

Signature of Superintendent

Date

The District grants does not grant this educational opportunity absence.

Signature of the Board Chairman

Date