

Christian County Public Schools Attendance Policies

A student who is absent from school must bring a note signed by his/her parent/guardian, adult student, or a health professional stating the reason for the absence.

All notes should be turned in to the Attendance Clerk **within five (5) days** of the student's return to school or the absence will be unexcused. If absences exceed five (5) days, a parent/guardian may be requested to provide a medical note prior to the return to school.

Parent/Guardian Notes are accepted for the eight (8) valid reasons listed below. Only **six (6) notes** are allowed per school year. One parent/guardian note counts for each day absent (one note for one day; two notes for two days, etc.).

Medical Notes for the student's illness should list the appointment date and a *date of return* for the student to school.

The eight (8) valid reasons for an excused absence are as follows:

1. Illness of pupil, including medical and behavioral health. (A parent note may be used if there is no medical visit/documentation.)
2. Death in the family or a severe illness in the pupil's family.
3. Appointment with a health professional (for student only).
4. Driver's test (A statement from the driver's test administrator must be presented for the student to be excused for a reasonable amount of time.)
5. Court order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
6. One day for the attendance of the Kentucky State Fair per KRS 158.070 to be approved by the Principal prior to the fair.
7. Students participating in any of the page programs of the General Assembly per KRS 159.035.
8. Other valid reasons as determined by the principal.

All notes should be turned in to *the Attendance Clerk* by any of the following ways:

1. Hand delivered,
2. Parent Square, and/or,
3. Emailed.

Keep a copy of the Medical Note and turn it in directly to the Attendance Clerk. If a doctor's office turns in the Medical Note after the five (5) days no matter the reason, the absence(s) will remain unexcused. Fax is not available.

Follow up by checking the status of the absence in the Student or Parent Portal Attendance Record (Marked excused or unexcused? Parent note vs. medical note or other reason?). Any questions, concerns, and/or documentation should be directed to the Attendance Clerk within the five (5) day grace period. Otherwise, the absence will remain as marked in the Attendance Record.

Make-up work is the student's responsibility and should be discussed with the student's teacher.

Excessive unexcused absences could result in:

- poor academic performance;
- lost privileges around prom, graduation related events, and/or driving on campus;
- obtaining a Kentucky State Driver's License; and/or
- enforcement of truancy laws through court action against the Parent/Guardian and/or Student.

Tardy is a type of absence of 60 minutes or less during the school day.

- Checking into school late is a tardy.
- Checking out of school early is a tardy
- Attending school but leaving anytime during the school day, then returning- that missed time is a tardy.
- Parent/Guardian and/or medical notes are required for a tardy.
- Three (3) unexcused tardies= one (1) unexcused absence.

Kentucky Court of Justice Truancy Laws

Kentucky Revised Statute (KRS) 159.150 Truant and Habitual Truant

- **Truant** – student absent without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days.
- **Habitual Truant** – student reported truant two (2) or more times (six (6) unexcused absences.
- **Tardy** - being late to school and/or a class; leaving school and/or a class early.

The Parent/Guardian/Custodian of a public school student is held accountable if the student fails to comply with truancy laws. The Director of Pupil Personnel (DPP) shall file a complaint with the County Attorney. The County Attorney reviews and determines further action, or not, with the District Court for a charge of **KRS 530.070 Unlawful Transaction with a Minor 3rd Degree** "(1) A person is guilty of unlawful transaction with a minor in the third degree when: ... (c) He knowingly induces, assists or causes a minor to become a habitual truant..."

The Student of a public school is held accountable if the student fails to comply with truancy laws. The DPP may file a complaint of habitual truant with the Court Designated Worker (CDW) on middle and high school students in violation of truancy laws. [KRS 159.150(d)]