

2022-23 STATEMENT ON EXPECTATIONS AND RESPONSIBILITIES
CODE OF CONDUCT STUDENT GUIDE
ATTENDANCE & TRUANCY POLICY



TARDIES, EARLY DISMISSALS, AND ABSENCES

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse.

An “absent event” is defined as:

- A “tardy”, defined as missing less than or equal to 35% of the school day; or
- An “absence”, defined as not being in attendance for either a half day (36% - 84% of the school day) or a full day (85% - 100% of the school day).

Within 3 (three) days of his or her return to school after an absence or a tardy, a student shall present a written note to the designated staff member, signed by his or her parent/guardian or licensed healthcare professional, that should include:

- The current date;
- The student’s (printed) first and last name;
- The date(s) of the absence(s) (not just the days of the week);
- The reason for the absence(s); and
- The parent/guardian signature.

A parent/guardian may submit via email a picture or scanned attachment of their signed parent/guardian note.

For medically-related excuses, the parent/guardian must submit the original medical excuse, which may be requested from the licensed healthcare professional for the records of the parent/guardian. Medically related excuses faxed from the office of the licensed healthcare professional will also be accepted.

If a signed excuse is not received within 3 (three) days, the absent event shall be deemed unexcused. Additional provisions include the following:

- An “early dismissal” is defined as leaving the school or program before the end of the instructional day. In such cases, the student must be checked in or out of school by a parent/guardian or previously authorized adult.
- Late arrivals or early dismissals will be counted as either a tardy or an absence according to the arrival/departure time. In either case, the same signed excuse requirement applies. • If a student is sent home for illness by the school, he or she will be excused for that day; however, if the student is absent for subsequent days, the signed excuse requirements still apply for the subsequent days.
- If a child has a chronic illness, the parent/guardian may request additional parent/guardian notes by contacting the Director of Pupil Personnel at IAK Support Services.

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Excused absence:

Under state statute and/or board policy, absent events are considered to be excused in the following cases:

- Absences due to illness: A parent/guardian may write a total of 10 (ten) signed excuses per year for absence due to illness. Beyond this total, a student will be required to present a written statement from a licensed healthcare professional (doctor, dentist, psychologist, etc.) for each additional absence during the school year in order for the absence to be excused.
- Tardies due to illness: A parent/guardian may write a total of 10 (ten) signed excuses per year for tardiness due to illness. Beyond this total, a student will be required to present a written statement from a licensed healthcare professional (doctor, dentist, psychologist, etc.) for each additional tardy during the school year in order for the tardy to be excused.
- Death in the student's immediate family: The term "immediate family" means a parent/guardian, step-parent, grandparent, step-grandparent, sibling, step-sibling, or other member of the student's household. Documentation by the student's parent/guardian is required.
- Religious holidays and practices: Documentation by the student's parent/guardian is required.
- Medical and dental appointments: A student will be excused only for the length of time of the scheduled doctor's appointment and reasonable round-trip travel time. The date and time of the appointment must be verified by the physician's or dentist's original signed statement faxed or scanned directly from physician's or dentist's office.
- Physician's or dentist's excuses: Such excuses shall state the date(s) and/or number of days for which the student will be excused.
- Family emergencies: Events requiring immediate attention are limited to 3 (three) cumulative absent events per school year, as approved by the principal.
- College campus visits: A total of 3 (three) visits to colleges or universities are permitted for juniors and seniors. Documentation from the college/university visited will be required.
- Kentucky State Fair: One (1) day is permitted for fair attendance per KRS 158.070(6).
- Court appearances requiring the student's attendance: A student will be excused for only the length of time of the scheduled court appearance and reasonable round trip travel time.
- Call to active duty: A student will be granted excused absences for the day prior to, and the day of, the departure of a parent/guardian for active military duty.
- Documented military leave: A student will be granted excused absences for up to 10 (ten) days to visit a parent/guardian serving in the U.S. military and stationed out of the country who is on leave.
- Return from active duty: A student will be granted excused absences for the day of, and the day after, the return of a parent/guardian from active military duty.
- Educational Enhancement Opportunities (EHOs): In accordance with KRS 159.035 (2), up to 10 (ten) school days may be used to pursue an educational enhancement opportunity determined by the FCPS Director of Pupil Personnel to be of significant educational value. Such opportunities may include, but are not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in a core curriculum subject (English, science, mathematics, social studies, foreign language, or the arts). A student receiving an excused absence for this purpose shall have the opportunity to make up school work missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. For additional information regarding EHOs, see board policy 09.123.
- Other valid reasons as determined by the principal.

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Make-up work is always permitted for an excused absence.

Unexcused absence:

All absences except those with permissible excuses are unexcused absences.

Make-up work may be permitted for a student with an unexcused absence if the principal, after consultation with the teacher, approves the make-up work. For a student with an unexcused absence due to a suspension, work shall be given appropriate credit.

TRUANCY AND HABITUAL TRUANCY

Any public school student, who has not reached his or her 21st (twenty-first) birthday and who has been absent from school without a valid excuse for 3 (three) days or more, or tardy to school without a valid excuse on 3 (three) days or more, is considered truant. A student who has been reported truant 2 (two) or more times is considered habitually truant; as such, the term "habitually truant" means 6 (six) or more unexcused absent events.

School personnel shall follow these procedures regarding truancy and habitually truant students:

Tracking procedure for tardies:

- When a student is tardy, a parent/guardian may receive a text, phone call, or email from the electronic attendance messenger.
- When a student is determined to have 6 (six) unexcused tardies, schools are encouraged to contact parents/guardians informing them of current school district policy concerning attendance. In such cases, a letter shall be sent informing the parent/guardian of the tardies and the consequences of the accumulated unexcused tardies.
- A truancy referral shall be sent from the school to the FCPS Department of Pupil Personnel at IAKSS when a student has become habitually truant and the school has documentation detailing the interventions used to resolve the attendance issue.
- When a student is determined to have 9 (nine) unexcused tardies, a letter shall be sent informing the parent/guardian of the tardies and the consequences of the accumulated unexcused tardies. • When a student is determined to have 12 (twelve) unexcused tardies, either the school or FCPS Pupil Personnel Office at IAKSS shall send a final notice to the parent/guardian informing him/her of the possible legal consequences of the accumulated unexcused tardies.

Tracking procedure for absences:

- When a student is absent, a parent/guardian may receive a text, phone call, or email from the electronic attendance messenger.
- When a student is determined to have 3 (three) unexcused absences, a letter shall be sent informing the parent/guardian of the absences and the consequences of the accumulated unexcused absences.
- When a student is determined to have 6 (six) unexcused absences, a letter shall be sent informing the parent/guardian of the absences and the consequences of the accumulated unexcused absences.
- A truancy referral shall be sent to the FCPS Student Personnel Office at IAKSS when a student has become habitually truant and the school has documentation detailing the interventions used to resolve the attendance issue.

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- When a student is determined to have 9 (nine) unexcused absences, either the school or FCPS Pupil Personnel Office at IAKSS shall send a final notice to the parent/guardian informing him/her of the possible legal consequences of the accumulated unexcused absences.

Truancy referrals:

- After a parent/guardian is mailed or delivered the final notice and either the unexcused events continue to accumulate or the student is identified as being truant or habitually truant, the FCPS Student Personnel Office at IAKSS and/or school personnel may conduct a home visit or document an inability to do so. If attendance does not improve, the FCPS Student Personnel Office at IAKSS shall proceed under KRS 159.180 or 922 KAR 1:330 to seek legal recourse for the resolution of the problem.

Persons who may be held accountable for truancy or being habitually truant:

- A parent, guardian, or custodian of a student who has not reached his or her 18 (eighteen) birthday may be held accountable if the student fails to comply with school truancy laws.
- A student who has attained the age of 18 (eighteen), but who has not reached his or her 21st (twenty first) may be held accountable if the student fails to comply with school truancy laws.
- A court-appointed guardian of a student, who has not reached his or her 21st (twenty-first) birthday may be held accountable if the student fails to comply with school truancy laws.

Consequences for failure to comply with state law for accountable persons:

- Criminal Complaint (KRS 159.990): Any parent, guardian, or custodian who intentionally fails to comply with school truancy laws shall be fined \$100 (one hundred dollars) for the first offense and \$250 (two hundred-fifty dollars) the second offense. Each subsequent offense shall be a Class B misdemeanor.
- Juvenile Petition (KRS 610.010): Actions can be brought against any student who fails to attend school and becomes truant.
- Educational Neglect: An Educational Neglect Report may be filed with the Kentucky Cabinet for Families and Children.

Board policy 09.123 will be used in determining what constitutes a valid excuse for an absent event (see Section 4.02).