

## **Southern Elementary ATTENDANCE POLICY**

Our administration, faculty and staff are committed to providing an environment that will motivate and inspire your child to be a productive, resourceful, and responsible citizen. However, we cannot do it alone. It is your responsibility to send your child to school every day, on time, well-rested, ready to learn.

The law mandates regular daily school attendance for all children less than 16 years of age. Students may enter the building when the first bell rings at 7:15 a.m. Students must enter through the front doors of the building if a walker or front lane car rider. Students who are bus riders or side lane car riders can enter the building on the Meadow Brook Golf Course side. Car riders can unload in front of the school until 7:45 a.m. and may use the side entrance by Meadow Brook Golf Course after all buses have unloaded all students until 7:45 a.m. Students must go directly to the cafeteria if eating breakfast. The cafeteria stops serving food at 7:40, and doors close promptly at 7:45. Those who are not eating will go to the gym or their designated area instructed by the teacher.

Any child entering the school after the regular start time of 7:45 a.m. is considered tardy. Late arrivals or early dismissals will be counted as an absence or tardy according to the arrival/departure time. For their own safety, tardy students cannot be dropped off and an adult must sign them in to the front office.

There are occasions when a child needs to be absent and if this is the case, there must be a legitimate excuse. As outlined in Fayette County's Code of Conduct, permissible excuses are:

- Illness of student: Parents have a total of ten (10) parent notes to write for student illness. After a total of 10 absences due to illness, students are **required** to present a doctor's note for each additional absence for the remainder of the year.
- Tardies due to illness: Parents also have a total of ten (10) parent notes to write for student tardiness due to illness. After a total of 10, students are **required** to present a doctor's note for each additional tardy for the remainder of the year.
- Death or severe illness in student's immediate family
- Religious holidays and practices (documentation required)
- Medical and dental appointments (times and dates shall be verified by the physician's signed statement). Students will only be excused for the appointment time and reasonable travel time.
- Family emergencies requiring immediate attention are limited to three (3) absences per year, as approved by the principal.
- One (1) day to attend the Kentucky State Fair
- Court appearances requiring the student's attendance
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day upon the return of parent/guardian from active military duty
- Educational Enhancement Opportunity (EHO): Up to ten (10) days to pursue an educational enhancement opportunity determined by central office / principal to be of significant education value. Specific paperwork must be completed.
- Other valid reasons as determined by principal

### **Truancy (as stated in the Fayette County Code of Conduct:**

Any student who has been absent from school without a valid excuse for three (3) or more days or tardy to school without a valid excuse on three (3) or more days, is considered truant. A student who has been reported truant two (2) or more times is considered a habitual truant. When a student is determined to have:

- Three (3) unexcused absences, Southern will make a contact to parents/guardians informing them of current district policy concerning attendance.
- Six (6) unexcused absences, a letter shall be sent from the school informing parents/guardians of the absences and the consequences of the accumulated unexcused absences.

- At least seven (7) or more unexcused absences, a truancy referral shall be sent from the school to the Pupil Personnel office at IAK Support Services detailing the interventions the school has taken to resolve the attendance issue.
- Six (6) unexcused tardies, Southern will attempt to make contact to parents/guardians informing them of current district policy concerning attendance.
- Nine (9) unexcused tardies, a letter shall be sent from the school informing parents/guardians of the absences and the consequences of the accumulated unexcused absences.
- At least twelve (12) or more unexcused absences, a truancy referral shall be sent from the school to the Pupil Personnel office at IAK Support Services detailing the interventions the school has taken to resolve the attendance issue.

If truancy becomes an issue, the Pupil Personnel Office at IAKSS or school shall send a Final Notice to the parents/guardians informing him/her of the possible legal consequences of the accumulated unexcused absences or tardies.

Reviewed / Revised: April 15, 2013