

GRADES K-12 STUDENT ATTENDANCE POLICY

The LaRue County Public School District expects all students to attend school regularly and be in the assigned classroom on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parents of students having attendance-related problems.

KRS 159.010 Section 1 states that the parent or guardian is responsible for keeping his/her child in regular school attendance for the full term that school is in session. KRS 159.150 states that any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days is a truant. Any child reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, who shall take appropriate action. Also, amended KRS 159.990 holds a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. This student can be fined \$100 for a first offense and up to \$250 for a second offense.

In view of KRS 159.010 and KRS 159.150 requirements, the LaRue County Board of Education has adopted the following attendance policy for all students in grades K-12 with the intent to improve student attendance, reduce potential dropouts, and encourage more effective communication between the home and the school.

STATEMENT OF POLICY

a. **If a student is absent from school, the parent/guardian shall call the school and send a note which states the reasons for absences. Notes should be sent to the principal's office for recording and filing.**

Information furnished by the parent/guardian is used to determine if the absence is excused or unexcused. Letters will be mailed to families when the 5 "Parent Days" have been depleted.

b. Legitimate reasons for excused absences:

- Illness of the student (with doctor's note)
- Severe illness or death in the student's immediate family. In the case of a death only the day of the funeral will be excused. (A note from the funeral home is required.)
- Medical or dental appointments (Medical excuses are needed from these offices covering the date the pupil was seen as well as date when they may return to school)
- Orders of the court (written note from the County Clerk's office required if attending court)
- Religious holidays and practices
- Special activities or circumstances (if approved in advance) by the principal or his/her designee
- 3 [only] "Parent Days" in the fall, and 2 [only] in the spring, with only 1 carrying over from the fall to the spring in the same school year, when a parent/guardian note may be used to excuse an absence/tardy. Ex. could be where a pupil may be ill but not ill enough to go to the doctor's office or having a flat tire on the way to bring pupil to school causing a tardy.
- The only way a 'Parent Day' can be used is with a note from the parent or legal guardian.
- **ALL NOTES USED TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE OF THE STUDENTS' PERSPECTIVE SCHOOL WITHIN FIVE (5) SCHOOL DAYS OF THE ABSENCE. This will include parent notes, doctor's excuses, etc. Failure to turn in any excuse notes will result in an unexcused absence or tardy.**

- **When a student has accumulated 6 absences unexcused absences or tardies remaining parent days WILL not be accepted according to Board Policy and Dr. statements are required at that time.** All other absences will be considered unexcused absences.
- Driver's permit test and driver's test, (for only the appropriate amount of time/maximum of 2 times/written document required)
- Approved school activities (including 2 college days for seniors)
- Documented Military Leave
- Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country is granted rest and recuperation leave.

c. All students are required to make up work missed within a stated amount of time with arrangements made with the teacher. Students having unexcused absences shall not receive credit for make up work.

d. No Transportation Changes or Check Out Permissions will be taken over the phone in any of our schools. ALL written requests will need to be submitted with a signature, time, and a date, and will be verified on our pickup list before a student is allowed to leave the building. In case of a situation with no correspondence, the student will be sent home by their regular mode of transportation.

e. After a total of three (3) days of unexcused absences, tardies, or early dismissals in one (1) year, a student, parent/guardian, and administrator conference shall be held to discuss causes and remedies for absences.

f. After a total of six (6) days of unexcused absences, tardies, or early dismissals in one (1) year for a student under 16 years of age, the Director of Pupil Personnel or designee shall deliver a final notice to the family in accordance with KRS 159.180.

g. After a total of seven (7) days of unexcused absences, tardies, or early dismissals in one (1) year for a student under 16 years of age, the Director of Pupil Personnel may sign a petition with Juvenile Court charging the child with habitual truancy, which is a violation of KRS 159.010 to 159.170 and sign a petition in Adult District Court for those students over 18 years of age and still enrolled in school

h. All days missed due to suspension are unexcused.

i. The Director of Pupil Personnel may file with the court system earlier than the sixth unexcused absence/tardy if the pupil's previous year's attendance classified them as truants.

j. Hodgenville Elementary School, Abraham Lincoln Elementary School, LaRue County Middle/High Schools, will have a nurse for the 2014-15 School Year. These perspective nurses will have the ability to excuse absences for students that they deem necessary.

Note: Parents may keep their children home from school or take them out of school for reasons that they deem necessary – BUT that does not mean the absences will be excused. Only the school can excuse a student's absence.

DEFINITIONS AND CLARIFICATIONS

a. TARDY – A student who is not in his/her assigned classroom when the tardy bell rings is recorded tardy for the day ; also, a student who checks in late or leaves early (.01-34% of the school day). The tardy will be considered unexcused unless for the reasons listed in Section b of this attendance policy.

- b. HALF DAY – Students must be in attendance between 35-83% of the school day to receive half-day credit.
- c. FULL DAY – Students must be in attendance at least 84% of the school day to receive full-day credit.
- d. LATE BUS – Students arriving to school late as a result of a late bus will not be counted as tardy.

GENERAL GUIDELINES FOR DISCIPLINE CONSEQUENCES

General Guidelines for Discipline Consequences: When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order in the learning environment.
2. Students shall be treated fairly and equitably. Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider shall include:
 - Threat to the safety of all
 - Seriousness of the offense
 - Student's age
 - Frequency of misconduct
 - Student's attitude
 - Potential effect of the misconduct on the school environment.
3. All types of disciplinary infractions may not be included within this document. For these teacher-level items and for any items not included, the principal may use his/her own discretion on the consequences.

Teacher level incidents:

- Tardiness to class
- Failure to bring appropriate materials to the classroom
- Refusal to participate in classroom activities
- Talking in class
- Sleeping in class
- Cheating/dishonesty
- Eating, drinking or chewing gum in the classroom
- Radios, CD players, cameras, games in class or at functions, MP3 players or similar devices.
- Inappropriate cafeteria conduct
- Inappropriate hall conduct
- Poor sportsmanship in classroom activities
- Throwing objects (spitballs, paper, airplanes, etc.)
- Public display of affection

Possible teacher level consequences:

- Student conference
- Student-teacher contract
- Special assignment or duties
- Parent contact
- A grade of zero for cheating
- Rewards or demerit system for behavior
- Verbal correction
- Cooling-off or time-out
- Special seating assignment in classroom
- Teacher level probationary agreement
- Teacher assigned detention
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process

- Withdrawal of classroom privileges
- Conferencing with teachers, special services, or administrative personnel
- Referral to School Guidance Counselors
- Sending the student to the office or other assigned areas
- Providing outside agency information for parent personal use

REPETITION AND SEVERITY IN THIS CATEGORY MAY RESULT IN MORE SERIOUS DISCIPLINE INCLUDING SUSPENSION THROUGH THE PRINCIPAL'S OFFICE.

DRIVER'S LICENSE REVOCATION (09.4294)

NO PASS NO DRIVE LAW (KRS 159.051)

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old student applying for a driver's license or permit is required to have a completed school Compliance Verification Form. *This form is available in the LaRue County High and Director of Pupil Personnel offices and must be completed by school personnel and presented by parents to the circuit clerk's office staff before applying for a driver's permit or license.* Basically, the form is verifying that the student is compliant with the components of the "No Pass/No Drive Law. **If the student is not compliant, a form will not be issued.**

Also, students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license or permit driving privilege revocation.

ACADEMIC AND ATTENDANCE DEFICIENCIES GUIDELINES

Academic and attendance deficiencies for students' age sixteen (16) or seventeen (17) enrolled in regular, alternative, and special education programs shall be defined as follows:

1. Students shall be deemed academically deficient if they **have not received passing grades in at least four (4) of the six (6) courses taken in the preceding semester. *(Students must pass four (4) of the six (6) courses taken each semester to maintain drivers licenses/permits or be eligible to apply for a driving permit.)**
2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absent events during a **semester. Suspensions are considered unexcused absences and two (2) unexcused tardies equal one (1) unexcused day absent in applying the No Pass/No Drive statute.**
3. Reports of noncompliance based on academic deficiency (grades), dropouts and attendance for the 2012-2013 school year and thereafter will be made beginning with grades from the **first (1st) fall semester.** Students are considered noncompliant until they become compliant or reach age 18. For school purposes, students are noncompliant a full **semester** until they have time (the following **semester** or summer school) to improve their grades and/or attendance **and meet the No Pass/No Drive compliance requirements.**

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then apply to the school counselor **or assigned designee** to have their standing confirmed **and reported to the appropriate agency for reinstatement.**

The LaRue County School District Violations & Procedures

Disciplinary Actions are utilized by The LaRue County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct covers all of The LaRue County School District events including those on school grounds, buses, and activities sponsored by the school. Definitions of the violations and procedures are contained in the pages following this chart.

Elementary and middle school principals have the discretion to administer consequences at a lower step in consultation with the Larue County School Superintendent or designee.