

# GALLATIN COUNTY SCHOOLS ATTENDANCE POLICY

## **KENTUCKY COMPULSORY SCHOOL ATTENDANCE LAW**

*Each parent, guardian, or other person residing in the state and having in custody or charge of any child between the ages of 6 and 18 shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between 6 and 18 when the child has reached his 6th birthday and has not passed his 18th birthday. Every student between the ages of 18 and not yet reached their 21st birthday is accountable if he or she fails to comply with school truancy laws. Refer to 7a, b, and c below (KRS 159.150, 159.990, KRS 600.020).*

**"KY law has changed. All Kentucky resident students under age 18 must be enrolled in school."**

## **WE FIRMLY BELIEVE ATTENDANCE IS A STUDENT/FAMILY RESPONSIBILITY!**

*All students enrolled in the Gallatin County school district are expected to attend class every day that school is in session. The progress of a student at school depends greatly on the punctuality and regularity of attendance. There is a direct relationship between attendance and achievement; a day of school missed can never be made up entirely. The intent of this attendance procedure for the Gallatin County Schools is to provide a structure within which students can gain maximum benefit from the instructional program.*

## **Good Attendance Practices:**

- Pay attention to the posted school calendar and schedule vacations, etc. according to times when school is not in session.
- Pay particular attention to potential make up days that may occur due to inclement weather or other emergency warranting the dismissal of school.
- Schedule reoccurring doctor's appointments after school hours or during school breaks

**School-Based Decision Making (SBDM) Councils at each school may make more stringent attendance policies part of their criteria for whether students may participate in some activities during the year. Parents shall refer to the school's individual handbook to obtain any additional requirements.**

## DEFINITIONS/CLARIFICATIONS OF GALLATIN COUNTY ATTENDANCE POLICY

**ABSENT** is the missing of more than 120 minutes of the school day. This includes being absent from all scheduled activities such as all classes, field trips, assemblies, etc.

**TARDY** is being absent for 120 minutes or less. This includes arriving late or leaving early. (Checking In or Checking Out)

- **Doctor Notes:** Medical appointments and illnesses that require a doctor visit will be excused and will be considered an additional excused absence. Documentation must be a physician's certified statement indicating that the student was seen by the doctor and was unable to attend school. **Doctor notes must be received by the school within 2 days of the absence.** After 10 doctors' excuses, students may be required to have their physician complete a Gallatin County Schools Medical Excuse Form (available from each school's attendance clerk or the district director of pupil personnel)
- Students can be excused for up to five absences with a parent note
- **PARENT NOTES:** It is very important that the school is notified by a parent as to the reason their child is absent. Parent notes may be brought in by the student, emailed by the parent, or a call by the parent may be made to the attendance clerk. **One parent note may only be used for one day's absence.**

### **Excused events/absences verified by a parent note include the following:**

- a. illness
- b. death in the immediate family (the immediate family is defined as parents, siblings, grandparents, sister/brother-in-law, aunt/uncle, niece/nephew without reference to the location or residence of said relative, and other blood relatives who reside in the student's home)
- c. religious holidays
- d. court appearance - accompanied by a note from the Circuit Court Clerk
- e. driver's permit or license - one time for each test- ½ day
- f. college day - one day (must be pre-approved by principal at least one week in advance)
- g. Armed forces leave: One day when a parent/guardian is deployed to and/or returns from to active military duty.  
(Additional days may be available if parent/guardian is stationed out of the country and is on leave; please contact the director of pupil personnel prior to scheduled leave.)
- h. Educational Enhancement Opportunity - must be pre-approved by principal at least one week in advance. This type of absence cannot occur during any of the school's district-wide assessments, unless there are extenuating circumstances that are approved by the Director of Pupil Personnel. If you have students in more than one school, a request must be made to each school principal. Principals have identical guidelines that are to be followed for EHO. EHO is only for up to 10 days of absence. A copy of the guidelines are available with each attendance clerk and/or principal.

**Attendance Protocol:** Each school will have an attendance protocol that will be followed for each and every student attending Gallatin County Schools.

**Unexcused Attendance Notices:** Letters will be mailed to parents of students accumulating unexcused absences. A letter from the school principal will be sent after 3 unexcused events. After 5 unexcused events, another letter will be sent to the parent, and the school will notify the county attorney. At the point of 6 unexcused events, a letter will be mailed to the parent from the Director of Pupil Personnel as well as the county attorney. Any additional absences may result in formal action through the county court system.