

MANN ELEMENTARY SCHOOL

ATTENDANCE POLICY

2021-2022

Our attendance policy is implemented to:

- Encourage school attendance and therefore promote learning.
- Define student, school, and parent/guardian responsibilities for attendance.
- Promote efficient use of classroom time by student and school staff.
- Develop student's sense of responsibility for appropriate use of classroom time and school attendance.

School attendance is a responsibility that is shared by student, parent/guardian, and school. During a school year, a student may have **seven (7)** excused events (an event is an absence or tardy, with two tardies having the value of one event) with a note from a parent/guardian. In order for any event to be considered excused, the student must bring a written note upon returning from the event. If the excused events exceed **seven (7)** days, the student will then be required to have a valid doctor's note in order for further events to be considered excused. Doctor's note will be considered excused for the date of the office visit only unless other days are designated on the doctor's note. Original doctor's notes must be the result of an actual visit to the office. The original note must be brought to the school by either student or parent. No faxed notes will be accepted. Any event for 59 minutes or less shall be considered tardiness. An event or tardy may be considered excused for:

1. death or severe illness in the student's immediate family
2. illness of the student
3. one day attendance for the Kentucky State Fair
4. other valid reasons as determined by the Principal, Assistant Principal, or Youth Services Coordinator

Any student that exceeds **seven (7)** days of excused events and does not obtain a valid doctor's excuse for additional events, will be assigned unexcused for those events. Any student who has three (3) unexcused events will be required to have a parent/guardian present upon return to school to meet with the Principal or Assistant Principal. Any student with more than six (6) unexcused events may have truancy charges filed against the student and parent/guardian. At this point it is critical to create an attendance plan that would include helping the student get caught up on missed instruction.

School attendance not only consists of the student being present, but also of the student being on time. When a student is tardy to school or class, he/she is missing valuable instruction time. Tardiness creates a disruption to the educational process for the tardy student, teacher, and classmates. Habitual tardiness may require disciplinary actions that will be determined by the school administrators.

HABITUAL TRUANCY

According to the Kentucky Revised Statutes (KRS) 159.150, the definition of truant, habitual truant and being tardy:

"Any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant. Being absent for 59 minutes or less a school day shall be regarded as being tardy."

Absent is defined as missing more than 59 minutes of a school day; tardy is defined as missing 59 minutes or less of a school day.

Note: "One year" does not mean a calendar year or a "school year," but any consecutive twelve-month period.

Keep in mind that this statute is meant to address *habitual truants*: "children who have exhibited a repeated or prolonged pattern of being absent from school or tardy in their attendance without valid excuse." Missing a day of school or even missing several days of school with a valid excuse is not a *Juvenile Code* offense. The elements of the Kentucky Revised Statutes (KRS) must apply before a *habitual truancy* complaint can be filed.

Whether an event or tardy is considered excused or unexcused is a determination left to the individual school district. However, it is the policy of the Kentucky Department of Education (and thus of the CDW program) that any days a child is suspended or expelled from school may not be counted as unexcused events toward a *habitual truancy* complaint.

Students may not be charged with habitual truancy for missing days of "summer school" or "Saturday school," as neither is considered part of the mandatory 175-day school year.

Students who are enrolled in the homebound program may be charged with *habitual truancy* if they are not available when the instructor arrives for scheduled visits.

ATTENDANCE PROCESS

- **Event due to illness:** On the day the student is absent, a parent/guardian must call the school at 384-5000 by 9:00 a.m. Please be prepared to identify yourself with relevant information. **Calling the school does not substitute for the written note that must accompany the student when he/she returns from the event.** When the student returns to school, he/she must bring a written excuse from the parent/guardian. This should be given to the homeroom teacher. The **note must include:** student's name, date(s) of event, and valid reason for the event. The note must clearly explain the reason for the event in order to be considered a valid excused event. Simply stating that: "student was not able to be in school," is not a valid reason for the event. **It is the STUDENT'S RESPONSIBILITY to contact his/her teachers regarding make-up work.**

- **Unexcused Event:** Any event is considered unexcused unless it is accompanied by a valid parent/guardian or doctor's excuse. When a student reaches four (4) unexcused events, the student and the parent/guardian will be **required** to meet with the Principal or Assistant Principal. At this point a determination will be made regarding a plan of improvement for attendance and the next steps of filing *habitual truancy* charges against the parent/guardian.
- **Pre-arranged Event:** With a minimum of ten (10) days prior to the event, the student should bring a note from the parent/guardian with the pre-arranged event request. The student should take this note to the office for approval from the Principal or Assistant Principal. At that time the office will issue a pre-arranged event form for the student to take to each of his/her teachers. Failure to provide a pre-arranged event note and completed form could result in the event being considered unexcused. **It is the student's responsibility to make up any missed schoolwork during the event.** The student should make arrangements with each teacher regarding the timeline for completing the assignments.
- **Appointments:** Mann Elementary School recommends that any appointments for medical or dental services be made after the school day. Appointments made during the school day, create a disruption to the educational process for the student, teacher, and classmates. If it is necessary for the student to leave during the school day, he/she must bring a written note from the parent/guardian **first thing in the morning to the office for an early dismissal slip.** If the student returns from the appointment during the school day, then he/she must go to the front office for an admit slip. **It is the student's responsibility to contact the teacher(s) regarding assignments missed during the appointment.**
- **Events and Extracurricular Activities:** Students will **not** be permitted to participate in any extracurricular activity if he/she has been absent from the school day. Any unusual or unique situation that would require prior approval will be handled by the Principal or Assistant Principal. (Extracurricular Activity can be defined as, but not limited to: after-school clubs, field trips, special class/team activities, any performances, academic matches, various sporting activities, etc.)

ATTENDANCE RESPONSIBILITY

Parent/Guardian Responsibility:

- Parent/Guardian will need to contact the school prior to 9:00 a.m. on the day of the event. Please be prepared to provide valid identification.
- Parent/Guardian will provide a valid written note for the event upon return of the student to school. Events not supported by a written note within three (3) school days will be considered unexcused.
- In medical situations, written documentation from the medical agency **MUST** be provided upon the student's return to school. Without such documentation the event will be considered unexcused.
- Parent/Guardian will contact the attendance clerk/school administration to discuss any unusual and/or extenuating circumstances, which may exist.

Student Responsibility:

- Student is required to attend all scheduled classes.
- Student is required to provide a written parental note or doctor's statement explaining the nature of an event upon the return to school following an event.
- Student is required to notify the school office at least three (3) days in advance of any prearranged event. Student is required to make arrangements with teachers for assignments missed during event.
- Student is required to follow the attendance plan that resulted from unexcused events/tardies.
- Student is required to conference with teachers regarding any assignments missed during excused or unexcused events.

- Student must be in a full day attendance in order to attend extracurricular activities. (Extracurricular defined on page 3/4)

School Responsibility:

- The school will provide the opportunity for the absent student to make up academic work missed during an event.
- The school will send an automated message at approximately 10:00am each day to the parent/guardians of any student that is absent.
- The Assistant Principal's office will monitor the attendance of all students on a weekly basis.
- The Assistant Principal's office will notify, by mailed letter, the parent/guardian at 3, 4, and 6 days of unexcused events.
- The Assistant Principal will file truancy charges on behalf of the school.
- If more than two (2) days of unknown or unexcused events occur, a school representative will contact the parent/guardian for a conference.

Teacher Responsibility:

- Teachers will emphasize the importance of classroom attendance and develop procedures for completion of work missed during the event.
- Teachers will provide a reasonable amount of time for all make-up work to be completed.
- Homeroom teachers will post attendance by 9:00 a.m. daily through the Infinite Campus program.
- Homeroom teachers will maintain accurate attendance records **daily** on all students. Homeroom teachers should send all parent/guardian notes or medical notes to the attendance clerk each morning.
- The teacher will notify the Assistant Principal's office with questions regarding parent/guardian notes, medical notes, or excessive events for any student

DISCRETION IN INTERPRETATION OF ATTENDANCE POLICY

- The Mann Elementary School Administrators have the authority to waive aspects of this policy in special cases where he/she deems that exceptional/unusual circumstances explain whether events should be considered excused or unexcused.