

# Attendance Policy

## Compulsory Attendance

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days ONLY for the seven (7) valid reasons listed below. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days.

- a. Illness of pupil
- b. Death in family days
- c. Appointment with health professional (student only)
- d. Driver's test
- e. Court Order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
- f. One day for the attendance of the KY State Fair
- g. Other valid reasons as determined by the principal.

## Procedures for Student Absences

1. Parent/guardian is encouraged to call the school as early as possible on the day of their child's absence/tardy. Calling does not exempt the parent from sending a note.
2. A student who is absent must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence.
3. A student who is absent must provide a note within a time period not to exceed five (5) days from the date the student returns to school or the absence will be unexcused. The parent/guardian is responsible to ensure that the note is turned in to the school attendance office. If the note is sent by the parent/guardian through the student, the parent/guardian is encouraged to follow up with the attendance clerk to verify receipt.
4. A health professional's statement will be accepted for the student's personal illness only or for a severe illness in the home.
5. Students on a school sponsored trips are counted present and are responsible for make-up work.
6. Court appearances are excused if signed by the judge or the clerk of the court for a reasonable amount of time.
7. Request for an excused absence other than that stated in this provision of the Code of Acceptable Behavior & Discipline must be made in advance to the principal.
8. When the school notifies a parent/guardian a student is sick and should be picked up, absence for the remainder of that day shall be excused without the necessity of a parent/medical note. In the event there are subsequent absences a parent/medical note will be required for those absences to be excused.