

Caverna High School Attendance Policy

Please review the attendance and truancy handbook for board policy governing attendance procedures and expectations. The following procedures will be in place for administering the attendance policy:

The classroom teacher will keep an accurate daily attendance record for each of their classroom assignments. All reports concerning attendance will be completed and forwarded to the proper person. When a student has been absent for three (3) times per semester in a class period, notification will be sent to the parent/guardian. It will be the parent's/guardian's and student's responsibility to schedule make-up time for any additional unexcused absences.

Failure to comply with the attendance policy will result in the loss of class credit(s).

Should a student need additional make-up time to complete the first semester attendance requirement, the school administration will schedule a maximum of 18 additional hours. Make-up time must be completed within three (3) weeks beyond the end of the first semester.

Should a student need additional time to complete the second semester's attendance requirement, the school administration will schedule a maximum of thirty (30) additional hour's make-up time. Make-up time must be completed within one (1) week beyond the end of the second semester.

During each semester, attendance will be monitored. Any student who has exceeded four (4) unexcused absences will have school privileges (driving, extracurricular field trips and activities) denied, until such time as the hours are made up.

159.150 Definitions of truant and habitual truant — Attendance record requirements — Adoption of truancy policies by local school boards — Implementation of early intervention and prevention programs. (Effective July 1, 2015)

Any student who has attained the age of 6 years, but has not reached his or her 18th birthday, who has been absent from school without valid excuse for 3 or more days, or tardy without valid excuse on 3 or more days, is a truant.

Any student enrolled in a public school who has attained the age of 18 years, but has not reached his or her 21st birthday, who has been absent from school without valid excuse for 3 or more days, or tardy without valid excuse on 3 or more days, is a truant.

Any student who has been reported as a truant 2 or more times is an habitual truant.

For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRD 159.170 in the student's official attendance record.

A local board of education may adopt reasonable policies that:

Require students to comply with compulsory attendance laws.

Require truants and habitual truants to make up unexcused absences.

Impose sanctions for noncompliance; and

Collaborate and cooperate with the Court of Justice, the Department for Community Based Services, the Department of Juvenile Justice, regional community mental health centers, and other service programs, such as truancy diversion, truancy boards, mediation, and alternative dispute resolution to reduce referrals to a court-designated worker.

The Caverna Independent School System is required to enforce the compulsory attendance law. Our district asks that as a matter of safety, that parents notify the school any time their student is to be absent from school.

Caverna High School will allow **six (6) written, "parent notes"** to be used to excuse any absence or tardy. **Caverna High School restricts the number of parent notes that may be used to two (2) per trimester, which totals six (6) for the school year.** One parent note can only be used for a single day of absence or tardy. All excuses are required to be turned into the office within 5 days of returning to school.

After three (3) days of unexcused absences, the principal/designee shall make contact with the parent or guardian to ascertain the cause(s) for the student's absences. After six (6) unexcused absences have accumulated, the principal/designee shall make a second contact with the parent or guardian. In addition, the director of pupil personnel shall then be notified and will make contact with the student's parent/guardian to inform them of the consequences for violating the Compulsory School Attendance Law (KRS 159.010), a final notice will be issued to the parent/guardian that the student should attend school regularly.

In the event that a student accumulates seven (7) days of unexcused absences, the director of pupil personnel will make a referral to the juvenile court designated worker against the student and parent/guardian.

Absence from school shall be deemed valid and excused if the student is too ill to be in attendance and the student presents a doctor's statement upon his/her return to school. The doctor's statement must be presented to the proper school officials.

An excused absence or tardy is one for which work may be made up. These include the following:

Death in the student's immediate family (Mother, Father, Son, Daughter, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Niece, Nephew, Father-in-Law, Mother-in-Law, Guardian, Spouse). (Proof will be required).

Illness of the student – verification of illness shall be required by a doctor in order for the absence to be excused.

Student illness at school – if the parent is notified to pick the child up at school that day, the student will be excused for that day and that day only.

Religious holidays.

Caverna High School **will accept two (2) parent notes as excused absences per trimester (6 total for the school year).**

One (1) day attendance at Kentucky State Fair. Any entry ticket for that day to the fair must be presented for an excused absence.

Prior permission absences – if the absence is not due to any of the above-mentioned reasons, prior permission may be obtained from the principal or designee for other absences. This must be done at least one (1) day prior to the absence. Generally, prior permission absences will be limited to situations where the student's presence at home is required to prevent financial loss or the student will derive educational benefit while away from school. All requests must be accompanied by a note from the parents/guardians and in each instance the principal will verify the request. Upon the student's return to school, he or she should follow the procedures for other excused absences.

Students are not considered absent when they are participating in school activities that have been authorized by the Caverna Board of Education and are a definite part of the instructional program of the school. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual schoolwork required by law. Students shall not be penalized for any schoolwork missed during the specified moral instruction time.

Schoolwork may be made up for all **excused** absences.

Please Note: Any student who has any unexcused tardies or more than three excused tardies will not be eligible for the perfect attendance awards or benefits.

Effective July 1, 2006 the Kentucky Board of Education has amended 702 KAR 7:125 to require attendance to be calculated and recorded based on the actual amount of time a student is absent from school, rather than using percentages to obtain attendance data.

Caverna High School Attendance Plan

COMMUNICATION:

The attendance policy is reviewed in the CHS handbook with students at the beginning of the school year and posted on the CHS website

A letter is mailed home to parents about attendance policy/plan; parents are required to sign and return this verification sheet

Attendance plan/policy is reviewed with students after all major breaks (fall, winter, spring)

More than ten (10) unexcused absences or tardies can result in privileges revoked for students (e.g. school activities, senior trip, prom, graduation ceremony/activities, field trips, etc.)

INCENTIVES:

GOAL: Strive for 95% Attendance as a School

Monthly: Grade level with the highest attendance rate (95% or above) will receive reward

Monthly: Any student with perfect attendance will have the opportunity to eat lunch off campus

Trimester: Any student with perfect attendance will be exempt from finals;

YEAR: Paid lunch with Mr. Crain off campus

Perfect Attendance: Students are recognized for perfect attendance each month with certificates and group pictures on social media

INTERVENTIONS:

A letter is sent home to parents after four (4) unexcused absences or tardies

Students are referred to district DPP after six (6) unexcused absences; truancy letter issued

Students are pulled for individual conferences after six (6) unexcused absences or tardies

Student groups are pulled for group conferences after ten (10) unexcused absences or tardies

FOLLOW UP:

Parent phone calls and/or conferences are made to follow up with student conferences about attendance issues

Parent letters and communication are documented in Infinite Campus for each student

Reminders are communicated via school announcements, parent letters, student letters, phone calls, social media postings about potential loss of privileges

More than ten (10) unexcused absences or tardies can result in privileges revoked for students (e.g. school activities, senior trip, prom, graduation ceremony/activities, field trips, etc.)