

## School-Based Decision Making

### Attendance Policy

School: Hite Elementary School

Subject of the Policy: Attendance Policy

#### *Policy Statement*

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Hite Elementary will follow the state laws, district guidelines, Board Policy as cited in the Code of Conduct, and the JCPS Attendance/Truancy Prevention Plan concerning attendance and truancy.

Hite students are expected to be in attendance each day for the full instructional period from 9:00 a.m. to 3:45 p.m. Every effort is to be made to schedule appointments after the school day, or on days when school is not in session. Upon return from an absence, a written note signed by the parent or guardian is to be submitted explaining the reason for the absence. The note is required within three days of the absence in order to be an excused absence.

Excused absences shall include illness of the student, serious illness in the immediate family, medical appointments, funerals, acknowledged religious holidays, or military deployment of an immediate family member.

Tardies are recorded, including early dismissals and may accumulate to become half or full day absences based on district and state policies.

Students with excellent attendance will be recognized at the end of the school year. Perfect attendance students may have no more than three tardies for the year.

Kentucky's Compulsory Attendance Law KRS 159.150 states "Any child who has been absent from school without a valid excuse for three or more days, or tardy without a valid excuse on three or more days is a truant. Any student who has been reported as truant two or more times is a habitual truant."

#### **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date of First Reading: 05-17-00

Date of Second Reading: 09-20-00

Date Adopted: 10-18-00

Date Revised: 11-17-10

Date Revised: 04-16-14

Signature: \_\_\_\_\_

  
Council Chairperson