



# CHRISTIAN COUNTY

## — PUBLIC SCHOOLS —

A Community Committed to Phenomenal Schools

PO Box 609/200 Glass Avenue  
Hopkinsville, KY 42240  
270-887-7000  
[www.christian.kyschools.us](http://www.christian.kyschools.us)

## ATTENDANCE

### COMPULSORY ATTENDANCE

All students enrolled in the Christian County Public Schools district, between the ages of six (6) and eighteen (18) shall be in regular attendance, in the schools to which they are assigned, and shall be subject to the Kentucky Compulsory Attendance Laws

### Seven (7) Valid Reasons for Excused Absences

The Kentucky Compulsory Attendance Laws, KRS 159.010 and KRS 159.180, states the parent/guardian is responsible for keeping his/her child in regular school attendance. The Christian County Board of Education has approved the following seven (7) valid reasons Christian County Public Schools will approve for excused absences:

1. Illness of pupil, including mental or behavioral health
2. Death in the family or a severe illness in the pupil's family
3. Appointment with a health professional (for student only)
4. Driver's test (A statement from the driver's test administrator must be presented for the student to be excused for a reasonable amount of time.)
5. Court order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
6. One (1) day for the attendance of the Kentucky State Fair per KRS 158.070 to be approved by the Principal prior to the fair
7. Students participating in any of the page programs of the General Assembly per KRS 159.035.

\*Other valid reasons as determined by the principal

### Absences Grades K-12

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

### Procedures for Student Absences

1. A student who is absent must bring a note signed by his/her parent/guardian, adult student, or a health professional stating the reason for the absence.
2. 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. If absences exceed (5) five consecutive days a parent/guardian or adult student may be requested to provide the medical notes prior to the return to school. 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 (adult student) through the student, the parent/guardian (adult student) is encouraged to follow-up with the attendance clerk to verify receipt.

3. A health professional's statement will be accepted for the student's personal illness.
4. Students on school-sponsored trips are counted present and are responsible for make-up work.
5. Court appearances are excused if signed by the judge or the clerk of the court for a reasonable amount of time.
6. Requests for an excused absence other than those stated in this provision of the Code of Acceptable Behavior must be made in advance to the principal.
7. 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. The school nurse and the attendance clerk shall communicate regarding these absent events.
8. Contact the school to request make-up work for your student.

## **PROCEDURES FOR HANDLING TRUANCY AND HABITUAL TRUANCY FOR STUDENTS AGES SIX (6) THROUGH SEVENTEEN (17)**

### **Principals or their designee shall follow these procedures regarding truancy:**

1. Step One - After the second (2<sup>nd</sup>) unexcused absence:
  - a. Designated school personnel should attempt to have a conference with the student and document the attempt and/or conference in the Infinite Campus District Truancy Tab.
  - b. Designated school personnel should attempt to notify the Parent/Guardian through Infinite Campus Messenger and/or telephone call. An Infinite Campus messenger report should be sent to the Director of Pupil Personnel/Designee weekly. The Infinite Campus Messenger and/or phone call attempt shall be documented in the Infinite Campus Truancy Tab.
2. Step Two - After the fourth (4<sup>th</sup>) unexcused absence:
  - a. Designated school personnel should attempt to contact the parent/guardian or any student eighteen (18) years or older by utilizing the district uniform attendance letter.
  - b. The completed district uniform attendance letter should be documented in the Infinite Campus Truancy Tab.
3. Step Three - When five (5) unexcused absences occur:
  - a. The Director of Pupil Personnel should contact the parent/guardian or student eighteen (18) years or older and schedule a conference serving as an attendance intervention.
  - b. If the parent/guardian or student eighteen (18) years or older fails to attend the scheduled conference habitual truancy charges may be filed.
  - c. The Director of Pupil Personnel or designee shall initiate a legal petition against parent/guardian or student eighteen (18) years or older in district court and/or student with the Court Designated Worker for habitual truancy as required by law (KRS 159.150, KRS 159.180) when six (6) unexcused absences occur.

### **Home Hospital Instruction Program**

Home Hospital Students are subject to Truancy, in the event, they are not in attendance on scheduled dates with their home hospital teacher. It is the responsibility of the parent/guardian or eighteen (18) years or older student to contact the home hospital teacher regarding absences, and turn in the appropriate excuse notes as stated in the Code of Acceptable Behavior attendance guidelines. Please note one (1) unexcused Home Hospital absence is equivalent to 2.5 unexcused student attendance days.

### **Director of Pupil Personnel Discretion Disclaimer**

The Director of Pupil Personnel shall have the discretion to proceed with a legal petition in the event the above truancy steps are not completed in their entirety, when in the best interest of the student. A student who has reached his/her eighteenth (18<sup>th</sup>) birthday is, by law, considered an adult, and is, therefore, no longer under the jurisdiction of the laws pertaining to juveniles. Designated school personnel should follow the above truancy procedures for students eighteen (18) years or older.