

Attendance at JELV

What Parents Need to Know...

Does my child have to attend?

- Yes. Kindergarten is compulsory according to state law. (KRS 159.010) Each child who has entered kindergarten shall be in regular attendance at JELV.
 - What time do I have to be there?
 - For AM PreK and Kindergarten, school begins at 7:45. Students are tardy at 8:01.
 - For PM PreK, school begins at 11:30am. Students are tardy at 11:40am.
- **If your child is picked up early, it may be considered a tardy or partial day absence.

What Parents Need to Know, cont.

What is considered an absence?

- Depending on how many minutes of the days are missed will constitute either a partial day or full day absence.

How can my child earn Perfect Attendance?

- Student must be present every day of the school year, with no partial-day absences, and no more than two (2) excused tardies

Excused Absence From School

- Students who are absent from school are required to have a legitimate excuse.
- Within five (5) days of a student's return to school, a note must be received by the school.
- A parent may write a note for a total of six (6) days absences per year for the following reasons:
 - Illness of a student
 - Severe illness in the student's immediate family
 - Religious holidays and practices approved in advance by the principal
 - Family emergencies requiring immediate attention
 - Three college visits (H.S. students only)
 - Other valid reasons as determined by the principal

Excused Absence From School

- A parent note should include the following:
 - Date
 - Student's first and last name
 - Date(s) of absence
 - Reason for absence
 - Signature of parent/guardian

Excused Absence From School

- Documentation, from sources other than a parent, will be accepted for the following absence:
 - Court appearances that require the student's presence.
 - Medical and dental appointments.
 - A physician's excuse shall state the date(s) and/or number of days for which the student will be excused. The student will only be excused for the dates listed by the Doctor.
 - Any medical statement submitted to the school must be an original; no copy will be accepted.
 - Faxed medical statements will not be accepted.

Excused Absence From School

- When a student exceeds twelve (12) medical statements, the parent/guardian will be asked to sign a Release of Information to allow the Health Attendance Committee to review health information for the purpose of:
 - Determining the need for documentation regarding a Chronic Health Condition
 - Addressing the student's academic status
 - Determining the possible need for Home/Hospital Services
 - ** If falsification of medical statement is suspected, the school will not count the date(s) covered by the medical statement as excused until a Release of Information can be signed by the Parent/Guardian and validation of the authenticity of the statement can be obtained.
 - ** Head lice – only one day per occurrence can be excused by a Dr. or Parent Note.

Truancy

- Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant.

Truancy

- After three (3) unexcused, a contact by phone or letter will be sent to the parents notifying them of the truancy. Documentation will be kept.
- After six (6) days unexcused, parents will receive a letter and a conference will be scheduled between the parents and the Attendance Team to develop an intervention plan.
- If truancy continues, documentation of the school's efforts will be sent to the Director of Pupil Personnel who will issue final notice and then proceed under KRS 159.180 to seek legal resolution of the problem through the court system.