

Butler County High School	Attendance Policy	<u>Adopted:</u> June 2006 <u>Revised:</u> March 2007 Revised Policy 4
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Absences from school occur for a variety of reasons. A note from the parent/guardian or a doctor note explaining the absence will be expected after each and every absence or tardy upon the student's return to school. (Phone calls are not accepted as an excused absence.) Each absence or tardy is put into the attendance system as "unexcused" until the office receives a note where upon it will be changed over in the attendance system as "excused". All notes are turned into the BCHS front office to the attendance clerk. All notes must be turned into the office by the 5th day upon returning to school. **After the 5th day, a note will not be accepted.** Students have 5 parent notes per semester and unlimited doctor notes. Either one can be used for a tardy or an absence.

The following are acceptable reasons for being absent from school, thus making the absences excused with a parent or doctor's note:

- a. Personal illness
- b. Professional appointment, which cannot be scheduled outside of the school day. Proof of appointment must be given to the attendance clerk for the absence to be excused.
- c. Death in the family or severe illness in pupil's immediate family.
- d. Court appearance
- e. Failure for the school bus to run. The board of education will notify the school in this case.
- f. Driver's license test, ½ day excused.
- g. Vacations (prior approval by the principal is required and then number of days is not to exceed five (5) per year.
- h. Any questions or unusual circumstances should be addressed with the principal as soon as possible.

Students who have 3 or more absences (note: 3 unexcused Tardies counts as 1 full day of absence) is considered Truant by the State of Kentucky. At that point there could be a Truancy Diversion Meeting with the Butler County Court Designated Worker (CDW) to discuss reasons for not turning in notes.

Students who accumulate more than 5 unexcused absences will face the following:

1. A Truancy meeting with the Butler County CDW since the student is now considered Habitually Truant by the State of Kentucky.
2. Will not attend field trips for the rest of the year.
3. Will not participate in extra-curricular activities for the rest of the year.
4. Will not be allowed to attend Prom and Project prom.
5. Driving privileges will be suspended for the rest of the semester per Butler County High School Attendance Policy **2**

For Athletics, if a student has more than 3 unexcused absences during their season (fall, winter or spring) they are out of the sport for the rest of that season. If a student plays a second sport with a new season time, they will be reinstated until they reach more than 3 unexcused absences during that season.

If a student is in a co-curricular activity and accumulates more than 3 unexcused absences, he/she will not be allowed to compete for the rest of the semester.

Students who accumulate 9 or more unexcused absences and are age 16 and 17, will have their license pulled by the state of Kentucky for a minimum of 9 weeks.