



# Simons Middle School



## 18.1 – School Attendance

### **GENERAL ATTENDANCE INFORMATION**

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Simons Middle School Attendance Policy will always be in accordance to district wide attendance policy set by the Fleming County Board of Education.

### **PURPOSE**

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This policy is intended to guide faculty, parents, and students in regards to school attendance and incentive programs. This policy will establish guidelines for the eligibility for perfect attendance and other attendance awards.

### **PERFECT ATTENDANCE DEFINITION**

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A student is considered to have perfect attendance if they are present at school each day of the school year and have zero tardies or early dismissals for the year.

### **EDUCATIONAL ENHANCEMENT OPPORTUNITY (EHO)**

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A district form in which parents/guardians may complete for students who plan to be absent to attend or participate in an educational activity. The application can be picked up in the office or printed online and returned to the Principal at least 5 days prior to the event start date. A student may be approved for up to 10 days each school year for an educational enhancement opportunity. This type of absence will not be approved during the school's state testing window or district-wide assessments.

Educational enhancement opportunities will count against a student's perfect attendance, but will NOT result in parents/guardians having to use parent notes, medical notes, or other excuse types.

### **FIELD TRIPS**

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Field trips are considered any trip taken by the school or with a school approved club or organization that utilizes district transportation or other resources. Students may be excused for a field trip only when the trip has been approved by the Principal in advance and meets the above guidelines.

Field trips meeting the guidelines above will NOT affect student perfect attendance.

### **CHRONIC ILLNESS VERIFICATION (CIV)**

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A Chronic Illness/Ongoing Treatment Verification Form can be used to verify that a student has a long term chronic health issue that requires frequent healthcare visits, orthodontic appointments, therapy sessions, treatments, etc., that may result in frequent absences and/or tardiness from school. CIV forms are not an open -ended excuse—a regular healthcare provider excuse note will be required for each absence or tardy to be excused.

Chronic Illness Verification do impact perfect attendance.

### **ADMINISTRATIVE EXCUSE**

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Administrative excuses are granted to students on a case by case basis for extreme circumstances that are considered out of the control of the student (death in the family, accident, natural disaster, etc.).

Administrative excuses do impact perfect attendance.



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## *Instructional Practices Cont.*

### **UNEXCUSED ABSCENSE**

Students are considered unexcused when they are out of parent notes and/or medical notes. Students who have three unexcused absences will be referred to the Court Designated Worker and to the District Attorney's Office and others to begin the process filing Truancy charges. The district director of pupil personnel and the school team responsible for attendance interventions will begin offering support immediately to students who have been habitually truant in the past.

### **EVERYDAY COUNTS**

Everyday Counts is an incentive program sponsored by Cheap Chevrolet that rewards students who have perfect monthly attendance. The program awards some students, through a drawing at the end of the year students who have 98% attendance for the year.

### **POLICY EVALUATION**

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

First Reading: September 9, 2019

Second Reading: October 21, 2019

Date Adopted: October 21, 2019

Date Reviewed or Revised: \_\_\_\_\_

Date Reviewed or Revised: \_\_\_\_\_

Signature: 

Council Chairperson's Initials: \_\_\_\_\_

Council Chairperson's Initials: \_\_\_\_\_