



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

December 4, 2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revision of the Student Code of Conduct and Expected Behavior to match the current attendance actions and intervention processes.

APPLICABLE BOARD POLICY:

09.122 – Attendance Requirements

HISTORY/BACKGROUND:

As part of the Reducing Barriers to Learning (RBTL) attendance actions and interventions the Kenton County Attorney's office has been mailing truancy letters to families after the student has accumulated 10 unexcused absences. The letter is intended to inform the parents of potential consequences of additional unexcused absences. This practice has been in place since the 2021-22 school year. Prior to that school year, these letters were sent to families after 4 unexcused absences. During annual revisions to the Student Code of Conduct since 2021-22 this detail has not been revised. The purpose of this change is to ensure our handbook matched our practices.

FISCAL/BUDGETARY IMPACT:

N/A

RECOMMENDATION:

Approval Revision of the Student Code of Conduct and Expected Behavior to match the current attendance actions and intervention processes.

CONTACT PERSON:

Todd Dupin, Director of Pupil Personnel



Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

events negatively affect student learning and performance, chronically absent students have attendance events exceeding 10% of the school year. They do not meet school attendance policies, which may impact credits, promotion, retention, and graduation. Disciplinary action for truancy may include a referral to Juvenile Court for Habitual Truancy or Educational Neglect.

Attendance Procedures

As a school district, we are committed to your student's success. We know missing school is usually the first warning sign a student could be struggling. **We will be contacting you when your student misses school. We will also be bringing it to your attention if your student has been chronically absent in the past or begins to miss days of school.** We want to be a partner in your student's success.

Attendance Procedures

- Every student who is absent in the Kenton County School District will receive notification from the school their child attends. This notification may be a personal phone call or from an electronic messenger.
- In addition to the punitive consequences for truancy, school level interventions occur to support students and families and help reduce barriers to school attendance before the accumulation of 3 or more unexcused absences. This may include an attendance contract, a needs assessment, or referral for services.
- Chronically absent students and their parents/guardians will also receive notifications from the school and support to improve daily attendance.
- After 3 unexcused absences, a letter will be sent informing the parent/guardian of the absences and the consequences of accumulation of additional absences.
- ~~After 4 unexcused absences, information is sent to the County Attorney's office. The County Attorney sends a letter to the parent/guardian explaining consequences of additional unexcused absences.~~
- After 6 unexcused absences, the parent/guardian is sent a Final Notice.
- **After 10 unexcused absences, information is sent to the County Attorney's office. The County Attorney sends a letter to the parent/guardian explaining consequences of additional unexcused absences**
- If accumulation of further absences continue, one or more of the following actions may be taken by the district:
 - Educational Neglect may be filed with the Cabinet for Families and Children
 - Petition may be filed through Family Court for educational neglect
 - Truancy petition may be filed with the Court Designated Worker

Excused Attendance Events

Students who are absent from school are required to have a **legitimate excuse (Policy 09.123)**. *A maximum of ten (10) excused days each year may be excused with a signed note from a parent/guardian or doctor. After the 10th excused absence per parent/physician, a [Medical Excuse Form](#) must be completed by the physician's office for each absence thereafter.* Within three (3) days of a student's return to school, he/she must present a written and dated note signed by the parent/guardian or physician explaining the absence. Absences will remain unexcused until a legitimate note is received.

It is also important to remember it is better to miss a partial day of school than a full day. If your child is well, please do not use a full day absence for an unavoidable scheduled appointment, oversleeping, or feeling better after waking up sick with no fever or contagious symptoms.

Home/Hospital Instruction Program (HHI)

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Home/Hospital Instruction Program (HHI)

Parents/guardians who are anticipating a student's temporary extended absence due to illness or other health related issues (more than 5 consecutive instructional days) should contact the school for information on home/hospital instruction.