

Updates:

- Board Members Updated

COVINGTON BOARD OF EDUCATION Board Members

Tom Haggard, Chairperson

Stephen Gastright, Vice-Chairperson

Hannah Edelen, Board Member

Kareem Simpson, Board Member

Michelle Williams, Board Member

- Page 14- Level 1 Offenses
 - Cell Phone **Electronic Device** Violation
- Page 15- Level 2 Offenses
 - Inappropriate sexual behavior includes **but is not limited** to possession of pornography, sexual contact, indecent exposure **etc.**
- Page 16- Level 3 Offenses
 - Sexual **contact**/assault or physical sexual abuse.
 - **Chronically disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.**
- Page 19 - Student Health
 - Over-the-counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian **and the healthcare provider.**
- * Page 24 - Attendance
 - Section reorganized - See last 4 pages
- Page 28 -Technology (AUP) -Additions
 - **You shall not record or live-stream school-related activities or individuals without proper consent from the school and those being recorded.**
 - **You shall not use Artificial Intelligence (AI) tools (such as ChatGPT, Google Gemini, GrammarlyGO, or other AI-based text, image or code generators) to complete assignment, assessments, or schoolwork unless explicitly authorized by a teacher or staff member. Use of AI to cheat, plagiarize, or misrepresent your work as your own is strictly prohibited and could result in disciplinary action. This includes copying from websites, AI-generated responses, or using unauthorized digital assistance tools to complete schoolwork.**
 - **You shall not use any application or service to hide your identity or location (e.g., VPNs, Tor browsers) unless approved by school personnel.**
 - **You shall not use AI, bots, or browser extensions to bypass security or filtering restrictions on the Network.**
 - **You shall not use anonymous platforms (e.g., YOLO, NGL, Tellonym) to harass, bully, or intimidate others.**
 - **You shall not use memes, videos, or altered images to embarrass or target classmates or staff.**
 - **Any attempt to use AI-generated deepfakes, impersonation tools, or voice changers to mislead, harass, or bully others is strictly prohibited.**

***ATTENDANCE (changed order of the information)**

Kentucky Compulsory Attendance Law

In accordance with **KRS 159.030**, every parent, guardian, or person residing in Kentucky who has custody or control of a child between the ages of six (6) and eighteen (18) is required to ensure that the child attends a regular public day school for the full term during which the school is in session. This includes the district in which the child resides, or any public school designated by the local board of education.

A child is considered within the compulsory attendance age range upon reaching his or her sixth birthday and until the eighteenth birthday. If a parent/guardian chooses to enroll a child at five (5) years of age, the child is then subject to the same expectations for regular attendance.

All children residing in Kentucky are subject to these compulsory attendance laws. This includes children whose families have seasonal residences or whose parents reside in another state. These circumstances do not exempt the child or guardian from compliance with attendance requirements or from any applicable penalties for noncompliance.

Regular Attendance and Student Success

The progress of our students depends greatly on punctuality and consistent attendance. All students are expected to attend class each day that school is in session. Covington Independent Public Schools is committed to promoting regular attendance as a cornerstone of academic success. We firmly believe that attendance is a shared responsibility between students and their parents or guardians.

Being present in class allows students to fully engage in instruction, participate in discussions, receive individualized support, and benefit from teacher guidance-experiences that cannot be replicated through makeup work alone. Frequent absences disrupt the learning process and hinder both academic achievement and personal growth.

We understand students may occasionally need to miss school due to illness, medical appointments, or other unexpected situations. In accordance with district policy, students who are absent must provide a legitimate excuse upon returning to school, within five (5) school days of the student's return, proper documentation-dated and signed by a parent/guardian or a physician-must be submitted for the absence to be excused. A maximum of ten (10) parent/guardian/doctor notes may be accepted per school year, along with a maximum of five (5) late arrivals or early dismissals that constitute less than 35% of the school day.

Attendance Procedures

Parents or guardians may report absences by calling, emailing, or sending a written note. Any one of these forms of communication will count toward the ten (10) allowable parent notes. However, **calls or emails from a physician's office will not be accepted** in place of an official, signed medical excuse. Parents or guardians are expected to call the school **before 8:30 a.m. daily** to report their child's absence. Upon returning to school, the student must bring appropriate documentation, signed and dated, before being readmitted.

Students should use absences only for valid reasons such as personal illness or injury and professional appointments (e.g., doctor, dental). A written excuse-either from a parent or doctor-is still required for these absences to be marked as excused. One note is required per day of absence. (Example: If a student misses three days, a single parent or doctor note listing all three dates will count as three notes.)

School-Sanctioned Absences: Students are not marked absent when participating in school activities that are authorized by the Board of Education and considered an official part of the instructional program. Additionally, students are not marked absent while participating in activities permitted under **KRS 158.240 and KRS 159.035**.

Participation in **4-H educational activities** is also considered school attendance. According to **KRS 159.035**, students enrolled in properly organized 4-H clubs are considered present when participating in regularly scheduled 4-H educational activities, provided they are supervised by a county extension agent or the

designated 4-H club leader.

For the **Kentucky State Fair, KRS 158.070(2)** allows students one valid absence day for attendance at the State Fair, provided the appropriate documentation is submitted.

Absences due to a death in the immediate family must be reported via a phone call to the Principal or designee and must be accompanied by a written statement upon the student's return.

Reporting Your Child's Absence from School

To report your child's absence, please contact the school **each day** your child will be absent. You may call the school office or email the attendance clerk **before the start of the school day**.

Important: If your call or email is received **after 8:00 a.m.**, you may still receive the school's **automated attendance notification**.

Biggs Early Childhood 859-292-5895

- katherine.carmack@covington.kvschools.us

Glenn O. Swing 859-292-5821

- sherri.hicks@covington.kyschools.us

John G. Carlisle 859-292-5812

- aprvl.frazier@covington.kyschools.us

Latonia 859-292-5825

- kim.frank@covington.kyschools.us

Ninth District 859-292-5823

- lisa.frazier@covington.kvschools.us

Sixth District 859-292-5819

- tracey.eversole@covington.kyschools.us

Holmes Middle 859-392-1108

- helene.hill@covington.kyschools.us Holmes

High 859-655-9545, press #5

- crystal.white@covington.kyschools.us

Alternative School (TLC) 859-581-7512

- melissa.miller@covington.kvschools.us

Chronic Absenteeism

Chronic absenteeism is defined as a student missing **10 percent or more of the school year, for any reason-whether** the absences are **excused or unexcused**. Consistent attendance is essential for academic success and student engagement.

Truancy

According to **KRS 159.150 and Board Policies 09.122 and 09.123**, the following definitions apply:

- A student between the ages of **six (6)** and **eighteen (18)** is considered **truant** after being absent without a valid excuse for **three (3)** attendance events, or **tardy on three (3)** attendance events.
- A student enrolled in public school who is **eighteen (18)** but **not yet twenty-one (21)** is also considered **truant** after three (3) or more unexcused absences or tardies.
- A student who is reported as a truant on **two (2) or more occasions** is classified as a **habitual truant**.
- Before a student is officially classified as truant, families may be required to participate in a **Truancy Mediation** or **Truancy Diversion** meeting at the student's school once the student reaches **three (3) unexcused absences**. These meetings aim to support families and develop a plan to improve attendance before further action is necessary.

Excused Absences

A maximum of **ten (10) excused days** each per school year, plus **five (5) Late Arrivals or Early Dismissal** that is less than 35% of the school day. If notes are not received within five (5) days of the absence, the absence becomes unexcused. Possible excused absent events include:

- Illness
- With a Medical Excuse Form for Chronic Conditions
- Medical Appointment for Student
- Death in Family
- Religious Holiday
- Reporting to Court
- Driver's Test (1/2 day permitted up to two times)
- Prearranged Absence
- Educational Enhancement Opportunity (EHO)
 - KRS 159.035 A public school Principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be a significant educational value, including but not limited to participation in an education foreign exchange program or an intensive instructional, experiential, performance program in one (1) of the core curriculum subjects of English, Science Mathematics, Social Studies, Foreign Language, and the Arts.

Medical Excuse Form - Severe Chronic Medical Conditions

Absences due to **severe chronic medical conditions** may be excused when accompanied by **Covington Independent Public Schools' Severe Medical Excuse Form**, signed by a licensed physician. This form is required for:

- Any absence related to a **chronic illness that exceeds ten (10) days** during the school year.
- **Each individual visit** related to the chronic condition.
 - Please note: This form is intended **only for documented severe chronic medical conditions** and must be completed **per visit** to ensure accurate and compliant attendance records. Forms are available in the school office.

Unexcused Absences

The following count toward truancy:

- **Out of School Suspension**
- Indifference of parent/guardian
- Out of town (vacation)
- Juvenile detention-jail
- Working at home or business
- Babysitting
- Transportation
- Childcare
- Distance from school
- Oversleeping
- Skipping school

Returning After an Absence

When your child returns to school, a **signed and dated note** explaining the reason for the absence must be submitted **immediately**. All absence notes must be received **within five (5) school days** following the absence in order to be considered for an excused absence.

- If your child arrives late due to a **medical or other professional appointment**, a **note signed by the parent/guardian, physician, or service provider** is required.
- If your child must leave school early for a medical or other appointment, a **signed note from the parent/guardian or medical professional** must be submitted.

Late Arrival to School

Students who are tardy must report directly to the **Principal or designee** upon arrival to receive proper admittance and a tardy slip. **Chronic unexcused tardiness** may result in disciplinary actions, including:

- Friday School
- Detention
- In-School Suspension (with assigned work)
- Potential Truancy Charges

Leaving Campus

Students must remain on campus throughout the school day unless properly **checked out through the Principal's office**. Any student who leaves campus **without permission** will be subject to **disciplinary action**, including possible suspension.

Tardy to Class

A student is considered **tardy to class** if they are not in their assigned area at the scheduled time. Tardiness may result in:

- Detention
- Escalating consequences for repeated infractions

Make-Up Work

Students with **excused or prearranged absences** are permitted to make up missed assignments. It is the **student's and parent/guardian's responsibility** to contact the teacher regarding make-up work.

- For **each day of an excused absence**, students are given **two days** to complete make-up work.
- If a **due date or test date** was assigned before the absence, the student is expected to **submit the assignment or take the test on their first day back**.

Extra-Curricular Activities

Absences are considered **excused** only if the parent/guardian has both **called and submitted written documentation** providing a valid reason. (Refer to page 25 for more information.)

Students with an **unexcused absence or tardy** may **not participate** in extracurricular activities on the day of the absence. Students with an **excused absence or tardy** may only participate with the **approval of the Principal or designee**.

Participation in Graduation Ceremony

Seniors are subject to an attendance policy approved by Holmes **SBDM** in order to be eligible to participate in the graduation ceremony. **Failure to meet attendance expectations** may result in the student being **prohibited from participating** in the ceremony.

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Federal Programs, Title I, II, IV, ESS, DAC
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