



**Kingsolver Elementary School**  
Domestic Dependent Elementary and Secondary Schools  
**Fort Knox Community Schools**  
427 3<sup>rd</sup> Avenue  
Fort Knox, Kentucky 40121- 7023  
(502) 624-8650 FAX 624-6977



Laura Gibson  
Principal

Phone (502) 624-8650  
FAX (502) 624-6977

### Revised Attendance Policy

Dear Parents, Sponsors and Guardians.

Please be advised that DoDEA's attendance policy has been revised and is available in its entirety on the DoDEA webpage ([www.dodea.edu](http://www.dodea.edu)) and your school's webpage. Per DoDEA this policy takes effect immediately. For your convenience please find listed below important aspects of the new DoDEA attendance policy 2095.01.

1. Student attendance is mandatory for the 180 day school year.
2. Parents of students who have been absent must provide **written documentation** identifying the reason for the absence(s). Emails will satisfy this requirement.
3. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities: personal illness; medical, dental or mental health appointment; serious illness in the student's immediate family; a death in the student's immediate family of a relative; religious holidays; emergency conditions such as fire, flood, or storm,; or unique family circumstances warranting absence and coordinated with school administration.
4. **The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.**
5. Students arriving late to or departing early from school will be monitored by the school. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
6. If an extended absence (5 or more days) of a student is approved, a Student Educational Monitoring Plan identifying all the assignments to be completed during the extended absence will be completed prior to departure.
7. Once a student reaches 5 absences or excessive tardies, the principal will convene a Student Support Team to review the educational progress of the student.
8. **Command assistance can be requested by the principal for students with chronic absenteeism or tardiness.**
9. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
10. **Unexcused absences:** These are defined as an absence from school without written verification from a parent or sponsor. (Please refer to #3 for the list of acceptable reasons.) The parent or sponsor will be notified by the administration each time a student is 'absent unexcused' from school. Unexcused absences may result in disciplinary action along with loss of credit if the student does not comply with the intervention plan. (Please refer to policy for clarification.)

11. **Excessive school absences:** After a student reaches 5 cumulative absences (excused or unexcused) in a semester, the principal will review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social, emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school year.
12. If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social, emotional progress and if appropriate, develop or revise the intervention plan. When appropriate,, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
13. At the elementary level, the principal is to meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school year and develop an educational plan that may include non-routine placement, in accordance with DoDEA regulation 2000.03 Reference( e). **Grade level placement will be considered on an individual basis. Command assistance can be requested. An attendance plan for the following school year may be established.**
14. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be **unexcused**.
15. A student education monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program.

There are differences in this policy from our past policy. Please be sure to read this and if you have any questions, feel free to contact me.

We are sending home a copy of your student's attendance to date with their report card. Please note their current attendance and feel free to provide any needed documentation for their absences.

I can be reached at [Laura.Gibson@am.dodea.edu](mailto:Laura.Gibson@am.dodea.edu). If you are emailing regarding your student's absence, it is best to copy at least one person in the office and the student's teacher. You can copy me, Ms. Gayle Manning who is the attendance clerk, or Ms. Debbie Minter, my secretary. To reach anyone at the school you use the same email address of [firstname.lastname@am.dodea.edu](mailto:firstname.lastname@am.dodea.edu).

Respectfully,

Laura Gibson