

## Attachment A

KSB

ATTENDANCE/TRUANCY (Culture and Resource Committee)

All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is not just being late for school as traditionally interpreted; it is defined by law as “any amount of instructional time missed.” This includes being late to school or leaving school before classes are dismissed. If a student arrives up to sixty (60) minutes late to school, or if a student leaves school up to 60 minutes early, it is considered a tardy. If a student misses more than 60 minutes of school, it is considered an absence.

Beginning with the 2015-2016 school year, Kentucky School for the Blind students between the ages of six (6) and eighteen (18) shall be in regular attendance.

KSB records excused and unexcused absences daily to comply with Kentucky School Law, KRS 159.150. This law defines a truant as a child from the age of 6 to 21 who has been absent from school without a valid excuse for three or more days, or [who has been] tardy without a valid excuse on three or more days. A habitual truant is defined as a student who has been truant two or more times.

Kentucky law holds accountable the following person(s) if a student fails to comply with school truancy laws:

- \* a public school student who has attained the age of 18, but not reached his or her 21st birthday
- \* the parent, guardian or custodian of a public school student who has not reached his or her 18th birthday
- \* the court appointed guardian of a public school student who has been identified as an exceptional child or youth and has not reached his or her 21st birthday.
- \* Any parent, guardian, or custodian who fails to comply with the requirements may face fines of \$100 for the first offense and \$250 for the second offense and may be charged with a Class B misdemeanor for each subsequent offense. Charges of educational neglect and/or unlawful transaction with a minor may also be filed.

Excused absences and tardies include such circumstances and occasions as a death or severe illness in the student’s immediate family, as an illness of the student, as religious holidays and practices and other valid reasons as determined by the Director of Instruction/Principal, including trips qualifying as educational enhancement experiences.

When Absent:

1. Parents must call the school stating the reason for an absence and the anticipated length of time the student will be absent.

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2. Upon returning to school following an absence, the parent/guardian must provide a written explanation of the absence. If no written note is provided, a call will be made home to remind that a written explanation is needed. Written explanation must be given within 5 school days of the student's return to school, or the days will be recorded as unexcused. An unexcused absence may be considered excused upon receipt of a doctor's note
3. A parent has a maximum of six (6) parent excuse notes for a school year. When a student has accumulated six (6) full days of absences, the school (may) require a physician's statement or other credible proof of each subsequent absence.

### Unexcused Absences

When a student has three unexcused absences, KSB will:

- \* Send a letter to the parent/guardian stating that the student is truant
- \* Send a copy of the letter to the student's local education agency Director of Special Education
- \* In School discipline measures will occur (e.g., detention, dorm restrictions, etc.)

When a student has six or more unexcused absences, KSB will:

- a. Send a letter to the parent/guardian stating the student is habitually truant
- b. Send a copy of the letter to the student's local education agency Director of Special Education and Director of Pupil Personnel
- c. Request that the Director of Pupil Personnel or School Social Worker from the student's local education agency visit the home of the student
- d. Hold a conference with the parent/guardian after the sixth unexcused absence
- e. The Director of Pupil Personnel may file an educational neglect report with Child Protective Services
- f. A student may be referred to Family Court by the Director of Pupil Personnel and may be subject to legal action if absences continue to accumulate

### Tardies

When a student has three unexcused tardies:

- \* a discipline referral is completed on the student indicating the days/times in which the student was tardy to class and/or school
- \* the student must serve one hour of detention after school

When a student is habitually tardy (six or more):

- \* letter is sent to the parent/guardian stating that the student is truant
- \* the student must serve another one hour of detention after school
- \* if the habitual truancy continues, the Director of Instruction/Principal may impose more severe consequences

### Make-Up Work

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A student receiving an excused absence shall have the opportunity to make up missed school work and not have his/her grades adversely affected for lack of class attendance.

\* A student returning to school after an excused absence must request make-up work within three days of his or her return to each class.

\* The student will have the number of school days he/she was absent, plus one school day from the time he/she receives the make-up work to complete the work and submit it to the teacher. ("Request for work" is not calculated in these days. For example, if a student is absent Monday through Friday, this is 5 days. The student has 5 days +1 day to turn work in to the teacher. If they do not request work until Wednesday of that return week, it does not change the due date.)

\* For planned excused absences (ex. surgery, doctor visit, out of town, etc.), request for make-up work must be made 48 hours in advance. Otherwise, make-up work will be given upon a student's return to school.

For any unexcused absence, summative evaluations will be made up upon the return to school, within two days, at a time best determined by teachers. In-School Consequences will also be implemented, coordinated by school administrator(s.) Student should also initiate contact with classroom teachers requesting make-up work. Non-Summative make-up work will be left to the discretion of the teacher. This make-up work may include the actual class work assigned during the student's absence, or an alternate assignment to cover the same material.

Unexcused absences may impact attendance to school trips and/or other school wide activities. (ie. – if work related to the trip or activity was covered while student was absent, attendance may be forfeited upon their return.)