

### **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

Tardiness is not just being late for school as traditionally interpreted; it is defined by law as “any moment of instructional time missed that is the length of one (1) minute to fifty-nine (59) minutes.”

Teachers are required to keep an accurate attendance record for each of their classroom assignments.

#### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

The Director of Student Services may hold a parental conference and/or attendance hearing with the student and parent(s) after a student is truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

#### **EXCUSED ABSENCES**

Reasons for an excused absence or tardiness include:

1. Death, funeral, or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. Appointments with doctor or dentist,
5. Failure of bus transportation,
6. Summons to appear in court,
7. One (1) day for attendance at the Kentucky State Fair as a participant,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

**Absences and Excuses****EXCUSED ABSENCES (CONTINUED)**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Within three (3) school days of an absence, students shall submit a written statement of verification from a parent, doctor, or public health official which shall be approved by the Principal or the Principal's designee in order for the absence to be excused.

Any absence or tardy, regardless the length of time, is considered an attendance event. A maximum of eight (8) absences and/or tardy events per school year (four [4] per semester) may be excused by a parent note. A statement from a medical practitioner, dentist, the judicial system, or county health department will be required for any additional absences and/or tardies.

**UNEXCUSED ABSENCES**

All other absences shall be considered unexcused. Absences before or after a scheduled holiday, Christmas break, spring break, intersessions, or the senior prom will be automatically unexcused unless the student shows proof of a doctor's excuse or an emergency. In the event of an emergency or doctor's statement, the Principal's designee will check to verify that the reason is authentic.

**LOSS OF SCHOOL PRIVILEGES**

Students may lose school privileges if his/her attendance results in six (6) or more unexcused absences or six (6) or more unexcused tardies.

**MAKE-UP WORK**

In order to receive credit for make-up work, a student with an absence shall be required to make-up class work missed within five (5) school days of his/her return to school. Within the five (5) day limit, teachers shall have the discretion to base the number of days required to complete a make-up assignment on the length of the assignment and the number of days missed. Students shall receive a zero (0) for each assignment not made-up within the specified five (5) day or less period. The timeline for Tier 2, Tier 3, Special Education, and Section 504 eligible students ~~shall not be subject to the five (5) day limitation and may be extended for a reasonable period fo time to permit the work to be completed, to the end of the reporting period.~~

**Comment [E1]:** Suggested to allow discretion for absences at/near the end of the reporting period.

**Absences and Excuses****MAKE-UP WORK (CONTINUED)**

A student who has been given an out-of-school suspension will be responsible for completing all class work missed during their suspension. This work should be completed and returned within five (5) days of returning to school. Examinations and tests must be made up within five (5) days of their return to school.

Students shall be responsible for contacting teachers concerning make-up work.

**MIDDLE SCHOOL/HIGH SCHOOL**

Middle school or high school students sixteen (16) years of age and older who are absent ten (10) days unexcused, in a particular class or classes may be subject to dismissal according to the following conditions and exceptions:

1. When a student has been absent from a class ten (10) times, s/he may be required to appear before an Attendance Board to justify remaining in school. The Attendance Board shall consist of teachers, the building Principal, dean, counselor and pupil personnel director.
2. The Attendance Board shall have the authority to recommend readmission to school. If the Attendance Board recommends that the student not be readmitted to school, the Superintendent will recommend expulsion at the next regular or special Board meeting.

**Comment [E2]:** Do we have an Administrative Procedure setting forth the guidelines for the Attendance Board? If not, we should adopt them to ensure we are providing due process.

**ELEMENTARY SCHOOL/MIDDLE SCHOOL /HIGH SCHOOL**

Any student who is absent twenty (20) or more days unexcused, in a particular class during the school year is subject to failure in that class.

Each student shall have a minimum of ten (10) grades recorded for each grading period.

Any student who is under doctor's orders not to return to school and who is not on homebound instruction is responsible for all work missed. That student is to contact the school and request assignments for one (1) week, allowing the school 24 hours to collect the assignments. The student then has one (1) week to complete the assignments. The assignments shall be returned to the school and assignments for the next week shall be requested. The student has one (1) week to complete the work without being penalized. If no work is returned within the week, the student receives failing grades for each week absent.

Any student who is absent ten (10) or more days with a valid doctor's excuse will have a parent conference with the Principal or designee of the school to complete an Authorization for Release/Inspection of Records.

**Comment [E3]:** What type of records?

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

**REFERENCES:**

<sup>1</sup>[702 KAR 007:125](#),  
[KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#), [KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#)  
[KRS 158.294](#); [KRS 159.035](#), [KRS 159.140](#), [KRS 159.150](#), [KRS 159.180](#)  
[OAG 76-566](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

**Absences and Excuses**

**RELATED POLICIES:**

08.1312; 08.221; 08.222  
09.111, 09.122, 09.1231, 09.4281, 09.4341  
09.126 (re requirements/exceptions for students from military families)

**RELATED PROCEDURE:**

09.14 AP.24

Adopted/Amended: 06/20/2011  
Order #: 203