

Attachment B

Subject: KSD Attendance Policy

Policy #: 4050

Date of Adoption: 1/17/83

Revised:

Superintendent

Policy:

- A. A pupil shall receive a failing grade in any class at the Kentucky School for the Deaf after having a total of 24 un-excused absences in one academic school year or 12 un-excused absences in a one semester course.

Procedures:

- A. The following circumstances are the only ones which will be viewed as legitimate excused absences:
1. Personal Illness. The school has the right to verify the absences by asking for a written physician's statement.
 2. Orders of the Court. This applies to summons or subpoenas.
 3. Death or severe illness in the immediate family as verified, in writing.
 4. Observation of a Religious Holiday.
 5. A circumstance approved prior to the absence by the school administration.
- B. All school work missed during an excused absence for any reason must be made up before credit for the course can be given. A student will have six weeks after the end of a grading period in order to make up any Incomplete grades due to an unexcused absence.
- C. After a student has had six unexcused absences in one semester or 12 unexcused absences in two semesters, the administration will inform the parents or guardian, in writing, of this fact. The parents will be apprised at this time that the 12th unexcused absence in one semester or the 24th unexcused absence in one year will result in the student failing their course (s). A copy will be sent to the Local School District.

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After a student has had 9 unexcused absences in one semester or 18 unexcused absences in two semesters, the administration will inform the parents or guardians, in writing, with reference given to the first notification. A copy will be sent to the Local School District.

When the 12th unexcused absence is reached in one semester or 24th unexcused absence in a year, the parent or guardian will be informed, in writing, that the student will fail their course(s). A copy will be sent to the Local School District.

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

- E. Any child who has been absent from school without valid excuse for three (3) or more days or tardy on three (3) or more days, is a truant. Once a student is absent for more than five consecutive days his name will be forwarded to the Social Worker to inform the Local School District.
- E. Any appeals to this policy shall be handled by a committee consisting of the Assistant Superintendent for Instruction, and the Supervising Teacher of the student.
- F. This policy shall be applied, without exception, to all students enrolled at the Kentucky School for the Deaf.

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