

Secondary School Attendance**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.

EXCUSED ABSENCES AND VERIFICATION

The first three (3) absences per semester for reasons stated above, either all day or part of a day, will be excused by parental notes. Notes from health professionals, court officials, etc., must verify all subsequent absences. Notes for absences, both parent and other, must be provided by no later than three (3) school days. If not, then absences will revert to unexcused.

MAKE-UP WORK

Make-up work for an excused absence must be completed within three (3) school days. Work for unexcused absences may not be made up for credit.

TEACHERS' RESPONSIBILITIES

Teachers shall maintain an accurate record of student attendance and give attendance reports to each student.

Teachers shall assign and evaluate work for students in the provisional program. When students' requirements are met, teachers shall assign grades.

APPEALS PROCESS

An appeals committee shall be available for students wishing to appeal unexcused absences. The committee shall consist of one (1) administrator chosen by the Principal, one (1) teacher chosen by the faculty, and one (1) parent chosen by the student-teacher-parent organization.

REFERENCES:

¹P.L. 105.17; *Kaelin v. Grubbs*, U.S.C.A., 6th Circuit, 1982
KRS 38.470; KRS 159.140; KRS 158.070; KRS 159.035; KRS 159.160
702 KAR 7:125; 707 KAR 1:051; 707 KAR 1:060; OAG 74-312

RELATED POLICY:

09.111, 09.122