

### **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 7:125.<sup>1</sup>

#### **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.

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**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. 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
9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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. Students shall have the same number of days excused to make up the missed work. It is the responsibility of the student to meet with teachers to get missed assignments.

A student who is participating in a school-related activity during school hours shall not be counted absent. However, the student shall be required to make up any assignments missed.

**Absences and Excuses****EDUCATIONAL ENHANCEMENT OPPORTUNITIES**

Kentucky law specified that a student may be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity. The following procedures will be followed to request approval:

1. Requests shall be submitted to the building Principal ~~within five (5) days of~~ prior to the absence for consideration;
2. The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects of English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts;
3. A student may be approved up to ten (10) days per school year;
4. A student with three (3) or more unexcused absences will not be granted an Education Enhancement Opportunity;
5. The building Principal shall use his/her judgment whether the request meets the criteria for approval;
6. Students will not be penalized academically for days approved as Educational Enhancement Opportunity;
7. Students shall be responsible to make arrangements with their teachers for all missed assignments;
8. Requests will not be approved during the CATS assessment window and/or the district-wide assessment window; and
9. A Principal decision may be appealed to the Superintendent and then to the Board.

**NOTES REQUIRED**

All absence events and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be turned in within three (3) days after the absence or tardy. If the note or documentation is not received within three (3) days, the absence event/tardy will remain unexcused.

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Three (3) parent or guardian notes are accepted for excuse for each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- name of health care provider;
- date and time of appointment;
- date student can return to school;
- health care provider's signature.

**Absences and Excuses****NOTES REQUIRED (CONTINUED)**

Up to ten (10) days per school year may be excused with a health care provider's note. Any absence or tardy event due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absence will be excused. After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, on the official District website and at parent request at some medical facilities. Medical reasons after ten (10) absence or tardy events will be excused ONLY if the Medical Excuse form is presented.

**SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements.

**UNEXCUSED ABSENCES**

Work missed during unexcused days may be made up at the discretion of school administrators. Any absence due to an appointment that exceeds a half-day will be counted as unexcused unless otherwise provided for by a parent or health care provider note.

Students with six (6) or more unexcused events shall be ineligible for extracurricular activities (i.e. athletics, field trips, academic competitions, dances, and prom).

Any twelfth (12th) grade student who has accumulated six (6) unexcused events (absent days or tardies) will not be allowed to participate in high school graduation ceremonies. Any time period in which a student withdraws from school or has a late enrollment will also be considered as "an unexcused absent day" from the school year. Transfers from one (1) public high school to Breathitt High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full year enrollment and official withdrawal from school cannot be used as an avenue to circumvent the six (6) day unexcused event rule.

**SUSPENSION**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall be required to be completed.

Suspensions will be considered unexcused events.

STUDENTS

09.123  
(CONTINUED)

**Absences and Excuses**

**REFERENCES:**

<sup>1</sup>702 KAR 7:125  
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

**RELATED POLICIES:**

09.111, 09.122, 09.4281  
09.126 (re requirements/exceptions for students from military families)