

### **Absences and Excuses**

Pupils in all grades 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 a 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.

#### **TARDINESS**

Students arriving tardy to school must check-in through the Principal's office and secure an admit slip marked "excused" or "unexcused". Tardiness to school without a note or phone call will be "unexcused".

#### **EXCUSED ABSENCES**

Students shall be allowed up to five (5) excused absence events and up to five (5) excused daily tardies for the entire school year with a written parent note. Parents must send a written parental statement, a doctor's statement, or public official's statement on the day of return.

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. Documented military leave,
5. One (1) day prior to departure of parent/guardian called to active military duty,
6. One (1) day upon the return of parent/guardian from active military duty,
7. 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,
8. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or

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

9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities. Educational enhancement opportunity requests must be submitted at least five (5) days prior to the anticipated event.

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. Students with unexcused absences will not be considered for an educational enhancement opportunity unless the Principal determines that extenuating circumstances exists.

Events that are not within the standards for approval of educational enhancement opportunity days include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive instructional program.

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 ~~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 unless the makeup work is not returned on time; students will receive one (1) makeup work day per day approved with a maximum of five (5) days to complete makeup work.

Each student absence requires a written statement from the student's parent/guardian, a doctor, or a public official stating the reason for and specific dates of the absence(s). Any absence event due to medical reason in excess of ten (10) will require the presentation of the Hopkins County Schools' Medical Excuse Form before the absence will be excused. A telephone call is not sufficient. After an absence, an admission slip will be issued by the school office indicating "excused" or "unexcused" absence.

**UNEXCUSED ABSENCES**

Unless otherwise approved by the superintendent/designee, any absences not listed above shall be considered unexcused.

**SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements.

**SUSPENSION**

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

**MAKEUP WORK/EXCESSIVE ABSENCE/AND EXTRA-CURRICULAR ACTIVITIES**

Refer to the appropriate Student Code of Conduct book.

| STUDENTS

09.123  
(CONTINUED)

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**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, 09.438  
09.126 (re requirements/exceptions for students from military families)