

### **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,
- 7-8. One (1) day for college visits for 12th grade students. Administrative college excuse must be picked up and returned to guidance prior to taking the visit.
- 8-9. One (1) excused absence per occurrence of head lice based on notification of school nurse not to exceed three (3) days per school year; requirement of being checked by health department on reentry by school nurse or other designated employee,
- 9-10. 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,
- 10-11. 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)**

~~11.12.~~12. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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.

**SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements.

**UNEXCUSED ABSENCES****NOTES REQUIRED**

1. A student may present a parent note for up to five (5) excused absences and 5 excused tardy absences per school year. After a student has used five (5) excused absences and 5 excused tardy absences parent notes within the school year, a statement from a licensed physician must be presented stating that it was medically inadvisable for the student to be in attendance during the duration of the absence in order for an absence to be excused.
2. After fifteen (15) absences, the parent/guardian must submit a Medical Excuse Form 09.123 AP.21 completed by the physician or contact the principal or designee to explain the students extenuating circumstances in order for the absences to be excused. Parents/guardians of chronically ill students or students with disabilities should notify the Principal/designee in order for those students to receive special consideration.

**NOTICE OF UNEXCUSED ABSENCES**

1. Once a student has accumulated two (2) unexcused absences, the Principal or Principal Designee shall notify the parents of the students. During this time, a home visit may occur by school personnel.
2. When a student accumulates four (4) unexcused absences, the Principal or Principal Designee shall notify/contact the parents again.



**Absences and Excuses****NOTICE OF UNEXCUSED ABSENCES (CONTINUED)**

3. Upon the sixth unexcused absence/tardy, a referral shall be made to the Director of Pupil Personnel. The referral shall contain documentation of parent/student contacts and attempts to correct the unexcused absence/tardy violation. Once the Director of Pupil Personnel accepts the referral, final notice to cease truancy violations will be issued to the parents/guardians of habitually truant students.

**STUDENT'S/PARENT'S RESPONSIBILITY FOR ABSENCES**

A student who has been out of class/school upon his/her return to school will present one of the following to the office, within three (3) days of returning to school, to have recorded unexcused absences changed to an excused absence. No post-date excuses will be accepted.

1. Written notice from the student's custodial person stating a legitimate reason for the absence shall officer of the court stating time of summons and time of release,
2. Written evidence of a death that warranted the student's absence;
3. Any student with consecutive absences of five (5) or more days must either have an EEO on file with Principal approval or a doctor's excuse must be provided for the days to be considered excused; or

Students must complete makeup work within the time specified by the student handbook from each school.

Work may be made up for unexcused absences at the discretion of the teacher involved.

**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 not be accepted.

**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)