# Draft (district initiated)

# STUDENTS FH09.123

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 7:125.1

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. Students may be excused for the following reasons:

1. Personal illness, including mental or behavioral health, doctor or dentist appointment;
2. Severe illness in the pupil's immediate family (The family unit shall be composed of mother, father, sister, brother, and grandparents.);
3. Death in family;
4. Head lice - maximum of four (4) days excused. No requirement of being checked by health department, but must be checked on reentry by school nurse or other designated employee;
5. Court summons or citation;
6. Religious holidays and practices;
7. One (1) day for attendance at the Kentucky State Fair;
8. Documented military leave;
9. One (1) day prior to departure of parent/guardian called to active military duty;
10. One (1) day upon the return of parent/guardian from active military duty;
11. 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;

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Absences and Excuses

Excused Absences (continued)

1. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
2. Students participating in any of the page programs of the General Assembly;2or
3. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities (EEO).

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 w-+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.

Unexcused Absences

**All other absences shall be considered unexcused.**

Notes Required

1. A student may present a parent note for up to five (5) excused absences per school year. After a student has used five (5) excused 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.
3. Once a student has accumulated three (3) unexcused absences and/or tardies, the Principal shall notify the parents of the students. During this time, a home visit may occur by school personnel.
4. When a student accumulates five (5) unexcused absences and/or unexcused tardies, the Principal shall notify/contact the parents again.

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Absences and Excuses

Notice of Unexcused Absences/Unexcused Tardies (continued)

1. 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.

School Handbooks

Each school handbook shall include specific attendance requirements.

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:

1702 KAR 7:125

2KRS 159.035

 KRS 36.396; KRS 38.470; KRS 40.366

 KRS 158.070; KRS 158.183; KRS 158.293; KRS 158.294

 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; 09.213; 09.4281

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