

## **Attendance Requirements**

### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.<sup>1</sup>

Per [704 KAR 005:060](#), any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of [KRS 159.010](#) and [KRS 159.020](#).

### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.<sup>2</sup>

### **PHYSICIAN'S STATEMENT REQUIRED**

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.<sup>2</sup>

### **EXCEPTIONS TO PRESENCE AT SCHOOL**

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,<sup>2</sup> or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.<sup>3</sup>
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.<sup>4</sup>

**Attendance Requirements****EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.<sup>4</sup>
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.<sup>4</sup>
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.<sup>5</sup>
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.<sup>6</sup>
8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with [704 KAR 003:305](#), and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.<sup>4 & 7</sup>
9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.<sup>3</sup>

**REFERENCES:**

- <sup>1</sup>[KRS 159.010](#); [OAG 85-55](#)
- <sup>2</sup>[KRS 159.030](#)
- <sup>3</sup>[KRS 159.035](#)
- <sup>4</sup>[702 KAR 007:125](#)
- <sup>5</sup>[KRS 158.240](#)
- <sup>6</sup>[KRS 158.070](#)
- <sup>7</sup>[704 KAR 003:305](#)  
[KRS 158.030](#); [KRS 158.143](#)  
[KRS 159.020](#); [KRS 159.180](#); [KRS 159.990](#)  
[704 KAR 005:060](#)  
[OAG 79-68](#); [OAG 79-539](#)  
[OAG 87-40](#); [OAG 97-26](#)

**Attendance Requirements**

**RELATED POLICIES:**

08.131; 08.1312  
09.111; 09.121; 09.123; 09.36

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## 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 007:125](#).<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 in the pupil's immediate family,
2. Illness of the pupil - doctor's written verification of an office visit/examination for illness/injury shall be required in order (**hand delivered by parent/guardian or emailed** directly to the school attendance clerk from the Doctor's office) for the absence to be excused (**Faxed documentation will not be accepted.**),
3. Court appearance (Written verification of attendance from Court Designated Worker (CDW) or Court Clerk must be submitted.),
4. Life Skills appointments (Written verification of attendance from provider must be submitted.),
5. Religious holidays and practices,
6. One (1) day for attendance at the Kentucky State Fair (Admission ticket must be submitted.),
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,
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,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
12. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

## **Absences and Excuses**

### **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.

### **ABSENCES GRADES K-12**

Notes from parents/guardians shall be accepted, and absences shall be excused for up to two (2) days per semester only for the valid reasons listed as acceptable excused absences. Illness accompanied by a health professional's statement will not be counted as one of the two (2) days.

### **DOCUMENTATION**

**Documentation for excused absences or tardiness must be presented to the school attendance clerk within five (5) days upon return to school.**

### **FIELD TRIPS**

At the discretion of the Principal, **students six (6) or more unexcused absences shall be ineligible for field trips.**

### **SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance requirements and provisions for make-up work.

### **PERFECT ATTENDANCE**

Students shall be recognized for perfect attendance when they have accumulated no absences from school. Perfect attendance will not be considered for students with excused absences, unexcused tardies, or unexcused absences.

A school day for elementary students shall be from 8:00 AM to 3:00 PM and for high school students from 8:00 AM to 2:45 PM.

### **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.

**Absences and Excuses**

**REFERENCES:**

<sup>1</sup>[702 KAR 007:125](#)

[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:**

08.2211, 09.111, 09.122, 09.4281

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

Adopted/Amended: 4/18/2019

Order #: 19-196