

Pupils are required to attend regularly and punctually the school in which they are enrolled.

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.

A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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. Medical appointment for the student,
4. Court summons,
5. Religious holidays and practices,
6. Driver's license test or examination,
7. Pre-arranged absence,
8. One (1) day for attendance at the Kentucky State Fair,
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty, or
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.

PARENTS TO NOTIFY SCHOOL

If their child is unable to attend school, parents are asked to call the school by 10:00 a.m. to communicate the reason for the absence. Otherwise, parents shall send a written excuse with their child on the next day of attendance. Unless the school receives a call or note, the absence will be counted as unexcused. (Limited to three (3) parent notes.)

MAKE-UP WORK

Students with excused or prearranged absences shall be permitted to make up work they have missed. It is the student's and parent's responsibility to contact teachers concerning make-up work. Students shall be allowed the same number of days to complete make-up work as they were absent. Under no circumstances shall students with excused or prearranged absences have less than two (2) days to complete make-up work.

STUDENTS WHO HAVE BEEN SUSPENDED

Days missed while on suspension shall be counted as unexcused absences. 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.

PREARRANGED ABSENCES

When parents know in advance that their child will miss school, they may request approval for an excused prearranged absence. Advance arrangements shall be made through the Principal or designee to obtain homework assignments for the student. Except in emergency situations as determined by the Principal, arrangements for prearranged absences shall be made at least five (5) days in advance of the absence.

EXCESSIVE ABSENTEEISM

The Principal may request that the Director of Pupil Personnel convene an attendance hearing for students sixteen (16) years old and younger who miss ten (10) or more days of school, regardless of the reason.