

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](#).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.

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 the student shall be permitted to make up work, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil (A physician's statement may be required.),
3. Family emergencies (as determined by the Principal),
4. Court appearances,
5. Clinical appointments,
6. Religious holidays and practices,
7. Driver's license test or examination,
8. Failure of bus transportation (Missing the bus is not an excuse.),
9. Work-related absence (as determined by the Principal),
10. One (1) day for attendance at the Kentucky State Fair,
11. Documented military leave,
12. One (1) day prior to departure of parent/guardian called to active military duty,
13. One (1) day upon the return of parent/guardian from active military duty,
14. 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, or
15. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

Morgan County Schools will excuse up to ten (10) individual absence events with doctor/medical excuse/note. Each event excused counts as one (1) doctor's note. A medical excuse will be accepted only if written by a licensed physician, licensed physician assistant, advanced practice registered nurse, dentist, psychologist, psychiatrist, chiropractor, or county health department official. A physician's statement must include (1) time in and out of appointment and date of appointment (2) when student is able to return to school, and (3) the signature of treating health care professional (listed above). Any absence events due to medical reasons in excess of ten (10) will require the presentation of the Morgan County Schools Medical Excuse Form before the absence will be excused. After ten (10) days of medical absence in a school year, the Morgan County Schools Medical Excuse Form shall be completed in order for the student to receive additional medical excuses. The Morgan County Schools Medical Excuse Form will be available at each school, Superintendent's office, official District website and some medical facilities upon parent request. Medical reasons after ten (10) absence events will be excused ONLY if the Morgan County Schools Medical Excuse Form is presented.

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.

DETERMINATION

The Principal shall determine whether the absence is excused or unexcused. The Principal shall accept verification in the form of a note or a call for as many as five (5) absences per year. More than five (5) absences shall require written medical verification in order for the absence to be excused.

APPEAL

In the event that a student or a student's parent/guardian feels that the Principal's determination of an unexcused absence is incorrect, an appeal may be made to the Appeals Committee.

The Appeals Committee shall be composed of three people selected from the Principal/guidance staff, the Central Office staff, and the teaching staff.

Absences/Tardiness and Excuses**MAKE-UP WORK**

Students who have an absence may make up all work and tests missed except during an out-of-school suspension when no assigned make-up work is permitted. It is the student's responsibility to make arrangements with each teacher to make up work missed during excused absences. Students must request and complete make-up work within five (5) days after their return to school. Each school's SBDM council shall determine the amount of credit for work for an unexcused absence.

SUSPENSION

Projects or homework assigned prior to a 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:

¹[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:

09.111, 09.122, 09.4281

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

Adopted/Amended: 06/27/2011

Order #: 4813b