

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## ATTENDANCE:

9010

### CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

*References: KRS 159.010; 159.150; 159.180; KRS 159.030; 702 KAR 7:125*

*Relates To: 9010.05AR*

State law requires students to attend school every day school is in session unless they have a justifiable reason for their absence per KRS 159.030 and KRS 159.150. The parent/guardian/custodian is responsible for keeping the child in regular school attendance. Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Any student who is truant may be referred to the Department of Pupil Personnel (DPP). The DPP shall serve written notice of the violation on the parent/guardian/custodian giving the student one (1) day to terminate the violation. If the violation continues, the DPP may pursue court action against the parent and student to remedy the violation. For purposes of establishing a student's status as truant, the student's attendance record shall be cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall include attendance information provided by the Kentucky Department of Education in the student's official attendance record.

#### 9010.01 ABSENCES

The Oldham County Board of Education recognizes that attendance is a vitally important part of the learning process and that absences may have a detrimental effect on a student's performance. Schoolwork missed due to an absence cannot be duplicated in all situations outside the classroom, due to the nature and extent of the instruction provided, so it is essential for a student to be present. Failure to make up work can affect the student's academics adversely. This policy is not intended to be punitive, but to stress the importance of regular attendance and to assist a student needing reasonable accommodation.

A student may receive an excused absence for good cause upon receipt of a parent's written request for up to a maximum of eight (8) school days in any one school year. When a student accumulates a total of eight (8) absences that have not been excused by a physician's note, the school will require a physician's authorization or other credible proof for each subsequent absence. Because of the academic concerns, the school should refer the student to the DPP for further inquiry, consideration of other programming or placement, and/or court action, if appropriate, if the student incurs two instances of unexcused absences of three (3) or more days. Depending on the time and location of the appointment, a physician's note will not automatically excuse the student from school for an entire day. Absences, as a result of "educational" services not provided in Oldham County Schools and not approved by the appropriate Admission and Release Committee are unexcused absences. The Oldham County Schools do not permit dual enrollment or any arrangements in which a student pursues part of the student's education under the direction and control of one public school district and part of the student's education under the direction and control of another public-school district or non-public school.

The student must provide a physician's authorization or other credible proof in order for the absence to be excused if a student is absent on the last school day before or the day after October break, Thanksgiving break, Winter break, or Spring break, or absent on any day during which students are taking state assessment tests, the student's class(es) are attending a field trip, or on the Thursday before the Kentucky Derby. The proof for these particular absences is required regardless of the total number of absences the student has accumulated. This requirement shall not apply to college visit days approved under 9010.03. Schools shall provide appropriate substitute activities for students electing not to attend an optional field trip.

A day missed due to suspension is an unexcused absence.

High schools and middle schools may establish how missed schoolwork may be made up for unexcused absences.

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More specific policies concerning attendance can be found in the School Student Handbook. Those policies, which may not conflict with Board policy, must be reviewed by the Superintendent or his/her designee prior to the adoption by the school principal or SBDM Council.

#### **9010.02 COMPULSORY ATTENDANCE - KRS 159.010; 159.030; 159.035; 702 KAR 7:010**

All students between the ages of 6 and 16 who reside in the Oldham County School District shall attend school regularly for the full school term except as provided in KRS 159.030.

#### **9010.025 EXCUSED ABSENCES**

Except for absences due to the illness of the student, prior to an absence the parent or guardian having custody or control of the student must submit a written request for the excused absence. Requests for the observance of a religious holiday or funeral shall include days on which the student must travel, if any. Absences excused under this section shall be subject to and count against the number of absences allowed under Board Policy 9010.01.

Notwithstanding any other provision of this paragraph, days on which the student is counted present for attendance purposes shall not count against the number of absences allowed under Board Policy 9010.01.

#### **9010.03 4-H ACTIVITIES AND COLLEGE DAYS**

Participation in properly organized 4-H Club activities shall be considered as attendance if the 4-H leader is in attendance with the student and the student is participating in 4-H Club educational activities. The Board approves participation in an organized activity sponsored by a college or university to count as co-curricular activity days and students will be counted present for ADA purposes not to exceed more than two (2) days in a school year. College visit days must be approved by the school principal in advance. The principal may require appropriate documentation from the visited college or university. Shadow days by middle school students visiting high schools are not excused absences.

#### **9010.035 EDUCATIONAL ENHANCEMENT OPPORTUNITY**

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 limited to, participation in an educational foreign exchange program or an intensive instructional, experimental 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 determined that extenuating circumstances exist, requests for date(s) falling within the State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent or the Superintendent's designee. If the Superintendent or the Superintendent's designee upholds a Principal's denial, the student may appeal to the Board of Education, which shall make a final determination.

#### **9010.037 LEGISLATIVE PAGE SERVICE**

A day of absence due to the student serving as a legislative page shall not affect the student's eligibility for a perfect attendance award.

Students receiving an excused absence under this Section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

For purposes of calculating average daily attendance (as defined by KRS 157.320) a student receiving an excused absence under this Section shall be considered present in school during the excused absence.

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#### **9010.04 WITHDRAWALS - KRS 159.010**

A student who has been recommended for expulsion shall not be withdrawn from school until after the Board's decision following the expulsion hearing as specified in Board Policy 9033. A student who has attained the age of eighteen (18) years may terminate his or her public or non-public education prior to graduating.

A parent's written permission for withdrawal shall not be required after the child's eighteenth birthday.