

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

COMPULSORY SCHOOL ATTENDANCE LAW

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and sixteen (16) shall send the student to school for the full term that the school district is in session. Students age sixteen-seventeen (16-17) are subject to this law, unless written parental permission for withdrawal has been received by the school after the parent and student have attended a one (1) hour counseling session with the school counselor on potential problems of non-graduates. Beginning with the 2015-16 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance per [KRS 159.10](#) and [KRS 159.020](#). Any student, aged eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

TRUANCY DEFINED

Per [KRS 159.150](#) any student who has not reached his or her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days is truant.

A habitual truant is any student who has been reported as truant two (2) or more times (interpreted to be 6 unexcused days or 6 unexcused tardies).

For the purpose of calculating habitual truancy, Fleming County Schools will use cumulative absences to determine when a student has accumulated six (6) or more unexcused days.

Accumulating six (6) unexcused tardies is considered habitual truancy.

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.

ATTENDANCE POLICY

All pupils are expected to attend school regularly and punctually in the school in which they are enrolled and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions.

Absences and Excuses**EXCUSED ABSENCE EVENTS/TARDIES**

Students in Fleming County Schools' will be allowed the following reasons for valid excused absence events and tardies with documentation:

1. Illness of the student;
2. Death or severe illness in the student's immediate family;
3. Religious holiday and practices;
4. Documented military leave;
5. One day excused prior to departure of parent/guardian called to active military duty;
6. One day excused upon the return of parent/guardian from active military duty;
7. 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;
8. Education Enhancement Opportunity pre-approved by school Principal;
9. School nurse/health aide excuse: Partial day absence or tardy if student becomes ill or injured during the school day, and school personnel advises the student/parent to leave school early. Dress code violations or disciplinary reasons are NOT included in this section;
10. Other valid reasons to be determined by the Principal, Assistant Principal, DPP, or their designee, including court excuses and driver's license (Administrative excuse).

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. It is the responsibility of the students or parent to meet with teachers to get missed assignments.

REQUIRED NOTES/COMMUNICATION FOR ALL ABSENCES/TARDIES

Parent Excuse: A student returning to school after an absence may bring a note within five (5) days signed by his/her parent/guardian. Parent/guardian excuses are accepted for five (5) absences and five (5) check in/out tardies without written documentation each school year. For absences and tardies without written documentation, a parent excuse will be used by the school to excuse the absence/tardy if these are available. If the limit of five (5) parent excuse absences/tardies has been reached, the absence/tardy will be considered unexcused.

Health Care Provider Excuse: A student who is absent due to a medical condition and goes to a health care provider shall within five (5) days present the health care provider's excuse/statement. Up to eight (8) days per school year may be excused with a health care provider's excuse. The following information will be requested on the excuse statement:

- Name of health care provider
- Date and time of appointment
- Reason for visit

Absences and Excuses

REQUIRED NOTES/COMMUNICATION FOR ALL ABSENCES/TARDIES

- Date/s student is excused for
- Date student can return to school
- Should student be absent all day for this reason?

Parent Excused Absences: A student returning to school after an absence may bring a note within five (5) days signed by his/her parent/guardian. Parent/guardian excuses are accepted for five (5) absences and five (5) check in/out tardies without written documentation each school year. For absences and tardies without written documentation, a parent excuse will be used by the school to excuse the absence/tardy if these are available. If the limit of five (5) parent excuse absences/tardies has been reached, the absence/tardy will be considered unexcused.

EXEMPT ABSENCES

The following events/occurrences are exempt and will not be counted absent. However, the student shall be required to make up any assignments missed.

1. A student who is participating in a co-curricular instructional activity that has been authorized by the local board and is a definite part of the instructional program of the school can be counted present while participating in such activity. (i.e. field trip, college visit, etc.);
2. Educational Enhancement Opportunity (pre-approved by Principal);
3. 4-H sanctioned, and participation verified, event;
4. Home/Hospital (homebound) services for extended medical reasons, five (5) days or more, approved by the District's Home/Hospital committee based on state regulations.
5. Any member of a school-sponsored interscholastic athletic team who competes in a regional or state tournament sanctioned by the KBE or KHSAA and occurring on a regularly scheduled school day may be counted present at school on the date or dates of the competition for a maximum of two days per student per year.
6. One day excused absence for attendance at the Kentucky State Fair.

EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)

Kentucky law allows a student to be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity (EHO):

1. Requests shall be submitted to the building Principal within five (5) days of the absence to be considered.
2. The activity shall have significant educational value, be intensive in nature and be directly related to the core subjects (English, Science, Mathematics, Social Studies, and/or Fine Arts) and content.
3. The Principal shall use his/her judgment whether the request meets the above criteria.
4. A student with three (3) or more unexcused absences will not be granted an EHO.

Absences and Excuses**EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)**

5. Requests shall not be granted/approved during the state assessment testing window(s) unless student is in a non-tested grade level.
6. Per state law, a student may be approved up to ten (10) days per school year.
7. Other procedures as approved by the Board.

UNEXCUSED ABSENCE EVENTS/TARDIES

1. Student skip days or walkouts/protests are not authorized or approved by Fleming County Schools. An absence or tardy on the days that these events occur will not be excused and will be considered skipping. Only a verifiable health care provider's excuse or family emergency may be considered to excuse an absence or tardy occurring on days that these events may occur – no parent excuses allowed.
2. Any absences exceeding the allowed number of parent excuses or medical excuses, unless administratively excused on a case by case basis.
3. Any absence or tardy due to an early checkout that is not authorized (i.e. student initiated contact to parent, left school grounds without permission, etc.) by the Principal/designee, school nurse or health aide, will be unexcused (even if parent excuses are available), unless a health care provider excuse is presented within five (5) days or there is a verifiable family emergency.
4. Any absence or tardy that an acceptable excuse is not presented to the school within five (5) days of the event.

Assignments missed during unexcused absences, including suspensions, may be made up at the discretion of the school administrator.

SUSPENSION

Assignments 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.

Assignments and long-term projects assigned during the suspension and due at a later date shall be accepted. Other assignments missed during suspension absences may be made up at the discretion of the school administrator.

ATTENDANCE APPEALS

Students who have received unexcused absences or have extenuating circumstances for which they desire special consideration may appeal such to the Principal and/or DPP, asking them to convene an Attendance Appeal Committee. This committee may consist of the Principal/designee, teacher, student, FRYSC staff, and DPP.

Absences and Excuses**SPECIAL CONSIDERATION**

Parents/guardians students who have a chronic illness, (ex. Long-term health issues requiring routine therapeutic treatment and/or appointments; physical therapy, orthodontic appointment, other therapy appointment, etc.) or a disability that requires frequent appointment, resulting in frequent absences or tardies, shall be required to have the Chronic Illness Verification Form on file with the school before the absences or tardies, in excess of the allowed excuses, to be considered excused.

INDIVIDUAL SCHOOLS ATTENDANCE REQUIREMENTS

The SBDM and or advisory councils for each school shall develop policies and attendance intervention plans to address all absenteeism and specifically truant students (three {3} unexcused absences or tardies. These policies and plans shall have specific attendance requirements consistent with the general Board of Education policy. These requirements as well as Board policy will be published in a handbook or written communication to be distributed to each student and sent home to parents/guardians.

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:

08.1312, 08.22

09.111, 09.122, 09.4281, 09.432

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

Adopted/Amended: 07/09/2014

Order #: 4