

## 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 (defined as father, mother, brother, sister, aunt, uncle, grandparent, husband, wife, son or daughter);
2. Illness of the pupil, including mental or behavioral health (a doctor's written verification of an office visit/examination for illness/injury/therapy shall be required in order for the absence to be excused; the doctor's verification may be hand delivered by parent/guardian, faxed from a medical provider on the provider's letterhead including the doctor's signature, or emailed directly to the school attendance clerk from the Doctor's office;
3. Court appearance (written, faxed, or emailed verification of attendance from Court Designated Worker (CDW) or Court Clerk must be submitted.);
4. Counseling appointments (written, faxed, ore emailed 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;

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

12. Students participating in any of the page programs of the General Assembly;<sup>2</sup> or
13. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

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, which include the date of the absence(s), shall be accepted, and absences shall be excused for up to two (2) days per semester. 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 three (3) 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.

**Absences and Excuses****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.

**REFERENCES:**

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

<sup>2</sup>[KRS 159.035](#)

[KRS 36.396](#); [KRS 38.470](#); [KRS 40.366](#)

[KRS 158.070](#); [KRS 158.183](#); [KRS 158.293](#); [KRS 158.294](#)

[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)

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