

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.

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 school district to another, attendance information from the previous district shall become part of their official attendance record.

EXCUSED ABSENCES/ TARDIES

An excused absence or tardiness is one for which work may be made up. Excused absences/tardies shall be granted for the following:

1. Illness of the student. Notes will be accepted for ten (10) absences or tardies per school year. Any absences/tardies above ten (10) per year will require medical verification in the form of the Medical Excuse Form 09.123 AP.2.

Parent's and doctor's notes are expected to be submitted on the first day a student returns to school after being absent; however, the written absentee note will not be excused after three (3) school days.

2. Funeral - Death of a member of the family or a close personal friend. The Principal shall have the authority to determine appropriateness of absences in excess of one (1) day.
3. Doctor or dentist excuse - Medical or dental appointments that cannot be made after school hours must be verified by doctor's statement confirming date and time. Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time.

Doctor's excuses shall state the name of the student, the date(s), and/or the number of days for which the student will be excused. After ten (10) notes have been accepted, the parent will be required to obtain, and submit a completed District Medical Excuse Form 09.123 AP.2 in order for the student to be excused.

A parent (guardian) of a student with a chronic illness or handicap shall notify the school in writing in order for the child to receive special consideration.

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

4. Reporting to court.
5. Driver's test or examination (1/2 day).
6. Religious holidays and practices.
7. One (1) day for attendance at the Kentucky State Fair.
8. Documented military leave.
9. One (1) day prior to departure of parent/guardian called to active military duty.
10. One (1) day upon the return of parent/guardian from active military duty.
11. 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.
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
13. Students participating in any of the page programs of the General Assembly.²
14. 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.

UNEXCUSED ABSENCES

An unexcused absence/tardy is defined as any student absence that does not meet the criteria of an excused absence.

Absences and Excuses**APPEALS COMMITTEE**

A District-wide Attendance Appeals Committee shall be available to examine the case of any student who feels that s/he has extenuating circumstances. Appeals shall be made in writing on an appeal request form and submitted to the appropriate school Principal. The Attendance Appeals Committee shall meet to consider the appeal within five (5) school days after the parent has filed the appeal request with the school Principal. The decision of the Appeals Committee shall be affirmed by the Board unless it is found to be clearly in conflict with the attendance policy.

SCHOOL HANDBOOKS

The Code of Conduct shall contain the District's Attendance Code. Each school handbook shall include specific attendance requirements.

MAKE-UP WORK

It is the student's or parent's responsibility to contact teachers concerning make-up work. For every day students have an excused absence, they shall receive the same amount of time to complete make-up work.

SUSPENSION

Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed to make up daily work. In addition, work assigned and due during suspension shall not be accepted.

Under procedures developed by the Superintendent, students shall be allowed to make up major projects and tests, assignments made before the suspension, and assignments made during the suspension but not due until after the suspension. Students shall be responsible for submitting assignments due during the time of the suspension.

In the event the Superintendent extends a ten (10) day suspension pending an expulsion hearing, the suspended student may make up daily class work missed during all school days beyond the initial ten (10) days of suspension.

REFERENCES:

¹[702 KAR 007:125](#)

²[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:

09.122; 09.4281

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

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