

## 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>

### **PARENT RESPONSIBILITY**

Kentucky Revised Statute 159.010 states that the parent or guardian is responsible for keeping his/her child in regular school attendance.

### **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. These three (3) days do not have to be consecutive.

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.

A student who has been reported as a truant two (2) or more times is a 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**

Students shall be allowed up to six (6) absence events (full or partial days) per year to be excused with parent/guardian contact to the school. Students shall also be allowed four (4) tardies (arriving thirty (30) minutes late or checking out thirty (30) minutes early) per year to be excused with a parent contract.

The District shall excuse up to ten (10) absence events with doctor/medical excuse/notes. At the discretion of school or District administration, any absence events due to medical reasons in excess of ten (10) may require the presentation of the District's Medical Excuse Form before the absence will be excused. The forms shall be available at each school and the central office upon parent request.

All absence events and tardies shall be considered unexcused until the appropriate contact, written notice, or documentation is presented to the school.

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;

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7. One (1) day upon the return of parent/guardian from active military duty;
8. 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;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;<sup>2</sup> or
11. Medical appointments (a statement from the medical provider required);
12. Court summons or subpoena;
13. Driver's test or examination;
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.

**NOTIFICATION OF ABSENCE**

Parents or guardians are encouraged to call the school as soon as possible on the day of their child's absence or tardiness or, if possible, in advance. If parents call before 8 a.m., they may leave a message on the voice mail system. Parents without a telephone shall be identified; notes will be accepted from these parents only if the note is sent to school with the student.

Students who have a statement from a doctor, dentist, or other recognized medical professional shall submit it at the school's main office upon returning to school or within five (5) school days after returning to school. After five (5) school days have passed from the date of return, all related absences will be counted unexcused.

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### **SUSPENSION/UNEXCUSED ABSENCES/MAKE-UP WORK**

Absences due to suspension shall be considered unexcused absences.

A suspended student shall be prohibited from making up and receiving credit for daily work, daily quizzes, or projects that are assigned and due during the period of suspension. However, a suspended student shall receive credit for and be allowed to (1) make up major work assignments made before the suspension and (2) complete major tests and projects that are due or take place during suspension and cover material that is addressed before the period of suspension begins.

1. A student who has been assigned an out-of-school suspension/unexcused absences may not earn credit for classwork assigned during the effective dates of the suspension/unexcused absences.
2. A student will receive zeroes on all classwork missed due to the suspension/unexcused absences, except for work assigned before the suspension/unexcused absences and for major tests given during the period of suspension/unexcused absences that cover work assigned before the suspension/unexcused absences.
3. With the assistance of and under the supervision of the Principal, each classroom teacher is responsible for implementing this policy.

### **MAKE-UP WORK**

Students who have an excused absence shall be permitted to make up homework or tests.

For excused absences at the middle and high school levels, make-up work is mandatory. Students with unexcused absences, including students who have been suspended, shall not receive credit for daily work or tests which are made up.

The student or parents shall be responsible for contacting teachers concerning make-up work on the first day the student returns to school. A failing grade may be assigned for any make-up work not completed as scheduled or if the student does not contact his/her teacher(s).

### **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:**

09.111; 09.122; 09.1231; 09.4281

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

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