

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.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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 REGULATIONS

Attendance will be calculated as follows:

- A tardy shall be recorded for a pupil who is absent 35% or less of the regularly – scheduled school day.
- A full day absence shall be recorded for a student who is absent more than 84% of the regularly-scheduled school day.
- A half-day absence shall be recorded for a student who is absent for 36% to 84% of the regularly-scheduled school day.

To assist parents in determining how a check-in or check-out will be recorded in their child's attendance profile, a chart will be on display at each school displaying these calculations.

EXCUSED ABSENCES

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. Medical appointment for the student;
4. Court summons;
5. Religious holidays and practices;

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

6. Driver's license test or examination;
7. Pre-arranged absence;
8. One (1) day for attendance at the Kentucky State Fair;
9. Documented military leave;
10. One (1) day prior to departure of parent/guardian called to active military duty;
11. One (1) day upon the return of parent/guardian from active military duty;
12. 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;
13. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
14. Students participating in any of the page programs of the General Assembly;² or
15. 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.

PARENTS TO NOTIFY SCHOOL

If the student is unable to attend school, parents shall send a written excuse with him/her on the next day of attendance. Once the student returns to school, the school must receive a note from the parent within three (3) school days otherwise the absence shall be deemed unexcused. Three (3) parent notes per semester may be used to excuse a student from school. Each of these parent notes may be used to excuse a maximum of two (2) consecutive days. The days must be consecutive for the parent notes to cover both days. Health Care Provider notes may cover the number of days that the Provider states on the note. Parents are to send the Provider's notes to the school office within three (3) school days otherwise the absence shall be deemed unexcused.

Attendance

MAKE-UP WORK

Students with excused or prearranged absences shall be permitted to make up work they have missed. It is the student's and parent's responsibility to contact teachers concerning make-up work. Students shall be allowed the same number of days to complete make-up work as they were absent. Under no circumstances shall students with excused or prearranged absences have less than two (2) days to complete make-up work.

STUDENTS WHO HAVE BEEN SUSPENDED

Days missed while on suspension shall be counted as unexcused absences. 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.

PREARRANGED ABSENCES

When parents know in advance that their child will miss school, they may request approval for an excused prearranged absence. Advance arrangements shall be made through the Principal or designee to obtain homework assignments for the student. Except in emergency situations as determined by the Principal, arrangements for prearranged absences shall be made at least five (5) days in advance of the absence.

HOME/HOSPITAL INSTRUCTION

Parents anticipating a student's extended absence (five {5} or more days) due to sickness should contact the school for information on home/hospital instruction.

CHECK IN/CHECK OUT PROCESS

If a student is to be picked-up/leave early, the custodial parent(s)/guardian(s) or designee shall report to the Principal's office to sign for the student's release. Each school shall maintain a daily entry and exit log of students signing in late or signing out early. Individuals must show proof of identification (visual identification by an employee, driver's license, picture identification, etc.) in order to pick up the student.

Signing in late or leaving early will result in an absence or tardy for the part of the school day that the student is absent. All check-in/check-outs are unexcused until a note is presented upon the student's return to school. Non-emergency activities and appointments should be scheduled after school hours.

EXCESSIVE ABSENTEEISM

The Principal may request that the Director of Pupil Personnel convene an attendance hearing for students sixteen (16) years old and younger who miss ten (10) or more days of school, regardless of the reason.

Attendance**SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES**

Students who are privileged to be members of a school's athletic team shall be expected to maintain school attendance status that does not classify them as a truant. The following guidelines shall be followed to maintain high attendance of student athletes.

- I. Six (6) unexcused absences within one (1) school year (170) days shall result in a student athlete's suspension from a number of games that equals 10% of the scheduled season. The suspension shall take effect immediately following the attendance violation. If the student athlete's season has not yet begun, the suspension shall begin once the season starts.

Students who are privileged to be members of a school's athletic team shall be expected to maintain school attendance status that does not classify them as a truant. The following guidelines shall be followed to maintain high attendance of student athletes.

Based upon the information on team schedules provided by the District Athletic Director, student athletes participating on the following teams shall receive a one (1) game suspension (10%) for accumulating six (6) unexcused absences:

1. All elementary athletic teams
2. All middle school athletic teams
3. High school football
4. High school tennis
5. High school cross country
6. High school track and field

Based upon the information on team schedules provided by the District Athletic Director, student athletes participating on the following teams shall receive a three (3) game suspension (10%) for accumulating six (6) unexcused absences:

1. High school volleyball
2. High school basketball
3. High school baseball
4. High school softball
5. High school cheerleading
6. High school dance

For each unexcused absence after six (6), the same penalty shall be imposed depending on the athletic team(s) on which the student is a member. For example, after a high school basketball player has been suspended for three (3) games because of six (6) unexcused absences, he/she will have the same penalty imposed again for the 7th unexcused absence.

Attendance**SUSPENSION OF PARTICIPATION FOR UNEXCUSED ABSENCES**

- Three (3) or more unexcused absences shall result in the suspension of a student's participation at the Homecoming Dance;
- Ten (10) or more unexcused absences shall result in the suspension of a student's participation at Prom; and
- Ten (10) or more unexcused absences shall result in the suspension of Senior's participation on the Senior Trip.

Absences will be calculated in one-half ($\frac{1}{2}$) or whole day.

SUSPENSION OF PARKING PRIVILEGES

Students who are privileged to occupy a parking space at Magoffin County High School shall be expected to maintain an attendance status that does not classify them as truants. The following guidelines shall be followed to maintain the high attendance of student drivers:

- I. Six (6) unexcused absences shall result in the suspension of a student's parking privileges for two (2) weeks. For a student to recover parking privileges, he/she must not have any unexcused absences during the two-week suspension. If a student has another unexcused absence during the suspension, another two (2) weeks suspension shall immediately follow. If the student complies with the attendance requirement during the two-week suspension, the parking permit will be restored at the end of the two-weeks. However, the next unexcused absence after restoration of the parking permit shall result in another two (2) week suspension, thus restarting the compliance process.

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:

09.111; 09.122; 09.4281

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

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