

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 pupil 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. A pupil who has been reported as a truant two (2) or more times is an habitual truant. Students who are listed as such will, along with their parents, be subject to court 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.

EXCUSED ABSENCES/TARDIES

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; to include: spouse, children, stepchildren, parents, guardian, in-laws, siblings, and any other blood relative living in the student's home,
2. Illness of the pupil,
3. Religious holidays and practices;
4. College visits (3 days, seniors only),
5. Head lice (three days per year);
6. One (1) day for attendance at the Kentucky State Fair,
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, or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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.

Absences and Excuses**EDUCATIONAL ENHANCEMENT OPPORTUNITIES (CONTINUED)**

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.

EXCUSED ABSENCES

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding five (5) days per school year may be excused by a physician's statement. The District will excuse up to ten (10) individual absence events with a health care provider note. Each daily excused absence counts as one (1) medical note. A medical note will be accepted only if signed by a health care provider. The medical excuse should include the following:

1. Date and time of appointment;
2. When the student is able to return to school; and
3. The health care provider's signature.

Any absence events due to medical reasons in excess of the (10) days shall require the presentation of the District's Medical Excuse Form.

All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.

EMERGENCY ABSENCE EXTENSION

Students absent beyond the five (5) day limit without providing a physician's verification may apply for an emergency absence extension from the Director of Pupil Personnel.

MAKE-UP WORK

Students shall be granted the number of days missed plus one (1) to make up any worked missed for an excused absence.

UNEXCUSED ABSENCES

Absences beyond five (5) days per school year without a physician's statement, which are not excused by an emergency absence extension, shall be unexcused.

Students who have unexcused absences may be permitted, with Principal approval, to make up missed class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

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.

Students who are absent as a result of their first out-of-school suspension shall be permitted to make up missed class requirements.

No make-up work shall be permitted for unexcused absences due to additional out-of-school suspensions.

PRE-ARRANGED 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. Prearranged absences shall count against the maximum five.

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:

09.111, 09.122, 09.4281

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

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