

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled.

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.

Absence for less than a half day shall be considered tardiness.

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

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,
3. Medical appointment for the student,
4. Court appearances when the student's presence is required,
5. Religious holidays and practices,
6. Driver's license test or examination (only that portion of the day required),
7. One (1) day for attendance at the Kentucky State Fair, or
8. 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.

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

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

Parents shall send with their child on his/her next day of attendance a written excuse explaining the reason for an absence. After six (6) absences, students shall be required to bring a doctor's statement. Unless the school receives the required documentation, the absence shall be counted as unexcused.

MAKE-UP WORK

Students with excused or prearranged absences shall be permitted to make up work. It is the student's and parent's responsibility to contact teachers concerning make-up work.

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, and work assigned and due during suspension shall not be accepted.

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. Teachers shall be required to accept and give credit for long-term projects assigned during the suspension and due at a later date.

REFERENCES:

[KRS 36.396](#), [KRS 40.366](#), [KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#), [KRS 158.294](#)
[KRS 159.035](#), [KRS 159.150](#), [KRS 159.180](#)
[702 KAR 007:125](#), [704 KAR 007:100](#)
[OAG 76-566](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

RELATED POLICIES:

09.122
09.4281

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