

ADDENDUM TO THE STUDENT HANDBOOK

STUDENTS

09.123

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.

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. Participation in school-related activities approved by the Principal,
4. One (1) day for attendance at the Kentucky State Fair,
5. Court appearance,
6. Religious holidays,
7. College visits (3 days),
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. 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.

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

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.

13. Other valid reasons as determined by the Principal, including prearranged absences (Parents must provide in advance at the Principal's office for a prearranged absence. Prearranged absences shall not be granted beyond the five (5) day limit described below), or
14. Emergency circumstances in the home (will be considered by the Appeals Committee).

NOTES REQUIRED

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Five (5) parent or guardian notes are accepted for excuse for each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor or other health provider shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- name of health care provider;
- date and time of appointment;
- reason for visit;
- date student can return to school.

Up to ten (10) days per school year may be excused with a health care provider's note.

During the school year, ten (10) days may be excused for medical reasons, which include but are not limited to, physician, dental or eye care visits. After the tenth (10th) medical excuse has been submitted a conference may be requested by the Principal, Director of Pupil Personnel or an attendance officer.

The District may review the excuses and any supporting documentation/information as submitted and may take steps to address attendance issues, including but not limited to: requiring more extensive documentation/information in support of future excused absences, exercising interventions/corrections regarding any absences determined to be supported by incorrect or fraudulent information, or making appropriate referrals.

Exception: Parents/guardians of chronically ill students or students with disabilities should notify the Principal in writing in order for those students to receive special consideration concerning the 10-day limitation.

Absences and Excuses**NOTES REQUIRED (CONTINUED)**

If a student is unable to attend school for medical reasons for more than five (5) consecutive school days, the parent/guardian shall be contacted and asked to notify the Director of Pupil Personnel to request a Home Hospital application. Upon presentation of a completed application, the Home Hospital Committee will approve or deny the application based on state criteria.

SCHOOL HANDBOOKS

Each school handbook shall include specific attendance requirements.

MAKE-UP WORK

Students having excused absences shall be allowed the same number of days to complete make-up work as they were absent. It is the student's responsibility to contact the appropriate teacher regarding make-up assignments. Work both assigned and due during days missed under suspension shall not be accepted.

APPEALS

A review committee shall be available to examine the case of any student who feels that s/he has a valid reason for exception. This review committee shall consist of a classroom teacher of the student, school Principal, and the Director of Pupil Personnel. The student who is appealing and his/her parent/guardian shall be present for this review. The request for appeal shall be submitted in writing to the Principal within five (5) school days of the absence being appealed.

REFERENCES:

[¹702 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, 09.12, 09.4281

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

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