

## 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>

### **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.

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. 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,
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, or
10. 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.

## Absences and Excuses

### **EXCUSED ABSENCES (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.

Parents/guardians shall notify the school when their child is absent. Notification should occur on the day the student is absent and include the number of days the student is expected to be absent. A written explanation of the reason for the absence shall be required upon the student's return to school.

### **NOTES REQUIRED**

All absences and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be submitted to the school within three (3) days upon a student's return to school following absence or tardy events. If the note or documentation is not received within three (3) days, the absence event or tardy will remain unexcused.

Parent Notes: A student returning to school following an absence must submit a note within three (3) days signed by his/her parents or guardian. Five (5) parent or guardian notes shall be accepted as excused each school year.

Health Care Provider Notes: A student who is absent due to illness and is seen by his/her doctor shall within three (3) days of return to school submit the health care provider's statement. The following information is required on the excuse statement:

- 1) name of health care provider;
- 2) date and time of appointment;
- 3) date student can return to school;
- 4) health care provider's signature.

Up to ten (10) days per school year may be excused with a health care provider's statement. Any absence or tardy event due to medical reasons in excess of the ten (10) health care provider's statements will require completion and submission of the Medical Excuse form (09.123 AP 21) before the absence will be excused. The Medical Excuse form shall be available at each school, the office of the Director of Pupil Personnel, on the District website, and at parent or guardian request at some medical facilities. Medical reasons after ten (10) absence/tardy events will be excused ONLY if the Medical Excuse form is completed by a medical professional and submitted to the school.

### **SCHOOL HANDBOOKS**

Each school handbook shall include specific attendance and make-up work requirements.

**Absences and Excuses****UNEXCUSED ABSENCES**

An Attendance/Tuancy Prevention Plan shall be followed for all unexcused absences.

Students who have accumulated six (6) or more unexcused events (absent days or tardies) shall be ineligible for extracurricular activities including athletics, academic competitions, non-instructional field trips, after school activities, dances, and prom.

Any twelfth (12th) grade student who has accumulated six (6) or more unexcused events (absent days or tardies) will not be allowed to participate in high school graduation ceremonies. Transfers from one (1) public high school to Lawrence County High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full year enrollment and official withdrawal from school cannot be utilized to circumvent the six (6) day unexcused event rule.

**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.

**REFERENCES:**

<sup>1</sup>[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)

Adopted/Amended: 6/23/2016

Order #: 2.D