

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 counselor and the Principal, and then to the Director of Pupil Personnel, all 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.

ABSENCE DEFINED

Absence is defined as non-attendance in either an individual class or absence for the day.

LATE ENROLLEES

If a resident pupil fails to enroll on the opening date of school and does not have a valid excuse, he/she shall be considered to be truant.

EXCUSED ABSENCES

Parent/legal guardian notes for five (5) absences for elementary, middle, and high school students will be accepted as excused absences during the school year. Reasons for excused absences or tardiness include the following:

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. **One half (.5) day for driver's permit test or drivers exam,**
9. 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
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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EXCUSED ABSENCES (CONTINUED)

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.

Students may also submit up to ten (10) doctor/medical excuses for an excused absence. Any absence due to medical reasons in excess of ten (10) will require the presentation of the Franklin County Schools' Medical Excuse Form before the absence will be excused. Medical excuse forms will be available at each school, superintendent's office, on the district webpage, and some medical facilities upon request.

Students with early check-out from school due to illness must see the school nurse, if one is assigned to the school and on campus, for the recommendation of an excused tardy/absence.

SPECIAL CONSIDERATION

Parents of chronically ill students or students with disabilities must provide a doctor's statement or **Medical Excuse Form** in order for these pupils to receive special consideration.

NOTES REQUIRED

When students return to school following an absence, they shall bring a **written or electronic** note signed by their parent or **doctor/medical excuse** which specifies the reason for the absence **within five (5) school days**.

MAKE-UP WORK

Students shall be required to make up work missed during all absences. However, unless they have obtained the consent of the Principal, pupils shall not be allowed to make up tests missed due to an unexcused absence.

Students shall be responsible for contacting teachers concerning make-up work within two (2) days after returning to school. All work must be completed within five (5) days from the return date, unless the Principal grants an extension.

NOTIFICATION OF PARENTS

Parents shall be contacted following their child's third and sixth absences.

When a parent notifies the school of his/her child's extended absence, contact of the parent by the school is not required.

Parents will be notified by mail after six (6) unexcused absences.

When students transfer into the District, the number of absences that will determine notification of parents will be prorated based on the number of days remaining in the instructional period.

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STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

LEGISLATIVE PAGES

The Board does not endorse absence from school in order to serve as a legislative page.

If pupils do serve, they shall meet the following requirements:

1. Attend as much school each day as is possible by being present until one (1) hour before and within one (1) hour after the Legislature meets.
2. Keep up with regular school work and make passing grades on all course work. (No make-up work will be allowed which requires extra time for the teacher).
3. Secure the approval of each of their teachers.
4. Be present for all six-week or semester tests.

ATTENDANCE INCENTIVE PROGRAM

Under procedures developed by the Superintendent, school with outstanding attendance **may receive special recognition/rewards.**

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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