

## 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.'

### 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.

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.

### **Unexcused Absences**

All other absences shall be considered unexcused.

### **Verification Required**

**Written verification is required upon the student's return to school.** Excessive absenteeism (6 or more unexcused absences) could result in a court referral and/or a failing grade for the class or classes for the year.

### **Notes Required**

**All absence events will be considered to be unexcused until proper documentation is provided to the school. These notes must be turned in within five (5) days after the absence is concluded. If the note or documentation is not received within this time frame, the absence event will remain unexcused. Absence events include tardies for the purpose of this policy.**

**Parent Notes:** A student returning to school after an absence must bring a note within five (5) days signed by his/her parents or guardian. Six (6) parent/guardian notes are accepted for the entire school year.

**Health Care Provider Notes:** A student returning to school who was absent due to illness (and goes to the doctor) shall within five (5) days of return to school, present the provider's statement. School administration will accept up to nine (9) doctor's excuses for the entire school year. Any absence event due to illness in excess of (9) days using a health care provider's note will require the presentation of the Medical Excuse Form before the absence will be excused. After nine (9) absences in which medical excuses are used, the parent/guardian will have to bring in to the school a Medical Excuse Form in order for the student to use additional health care provider notes. The MEF (Medical Excuse Form) is available at the student's school, from the Director of Pupil Personnel, or the district website. In addition to the MEF, the parent/guardian will be required to meet with school administration and the district Director of Pupil Personnel in-person to complete an attendance review conference.

**NOTE: ALL PARENT OR HEALTH CARE PROVIDER NOTES MUST BE TURNED IN TO THE SCHOOL WITHIN 5 DAYS OF THE ABSENCE EVENT.**

### **MAKEUP WORK**

Students may make up work with the presentation of an excused absence.

Work may be made up for unexcused absences at the discretion of the Principal and teacher involved.

#### **MAKEUP TIME**

In the event a student becomes chronically absent (more than 10% of the scheduled calendar for that student) or truant, he/she may be required to attend additional class time during the next scheduled *major break* (Fall, Christmas, Spring, or Summer) in order to avoid the Chronically Absent or legal truancy designation. Principals may, at their discretion, allow students to make up time during Saturday detention or other scheduled make-up time as set by school administration.

#### **Attendance Appeals Committee**

An attendance appeals committee shall be available at each school to review all absences of those students who are in violation of the attendance policy and feel they have extenuating circumstances to be considered. This committee shall be composed of the Director of Pupil Personnel, Principal, and a teacher. Appeals must be made in writing and submitted to the Principal. The committee shall meet within five (5) working days of the appeal and inform the appellate of the decision within three (3) working days after the meeting. Persons wishing to appeal the decision of the Attendance Appeals Committee shall make a written appeal stating their arguments for reconsideration to the Superintendent within five (5) school days of receipt of the Committee's decision. The Superintendent's decision shall be final.

#### **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. Longterm 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:**

['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, 'CRS 159.140, 1M 159.150, KRS 159.180 OAG 76566,](#)

[OAG 7968, OAG 79539, OAG 9179, OAG 96-28](#)

#### **RELATED POLICIES:**

09.111, 09.122, 09.4281

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

Adopted/Amended: 2/7/19

### Corbin Independent School District

#### Medical Excuse Form

*(This form required only after nine (9) regular medically excused absence events.)*

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

<p>I hereby authorize this health care provider to release the information requested on this form for my child listed above: _____</p> <p style="text-align: center;">Parent or Guardian signature</p>
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Date of Appointment: \_\_\_\_\_

Time of Appointment \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Reason for Appointment (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests)

\_\_\_\_\_  
\_\_\_\_\_

Was it medically necessary for this student to be absent on date of appointment?

Yes \_\_\_ No \_\_\_ Comments: \_\_\_\_\_

If no, would student have missed all day due to office location, etc.? Yes \_\_\_ No \_\_\_

Will this student need to be absent more than one day? Yes \_\_\_ No \_\_\_

If yes, how long? \_\_\_\_\_

*(If this student will be out for five (5) days or longer, please complete a Home Hospital application.)*

This student may return to school on: \_\_\_\_\_ Date

Health Care Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Students in Corbin Independent Schools will be allowed up to six(6) absence events to be excused with a written parent note for the entire year. Corbin Independent Schools will excuse up to nine (9) absence events with a health care provider note. Any absence event due to medical reasons in excess of nine (9) will require the presentation of the Medical Excuse Form before the absence will be excused. The form is available at each school, central office and the District website.