

Absences and Excuses

Students 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 7:125. KAR 007:125.1 Truancy](#) (.¹

TRUANCY ([KRS 159.150](#))

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 a 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. All days missed due to suspension are recorded and counted as unexcused absences under state truancy laws. Three (3) unexcused tardies equal one (1) day absent in applying the No Pass/No Drive statute.

EXCUSED ABSENCES:

The following absences shall be considered excused:

1. Illness or injury of the student.
 - Six (6) days per year will be excused when a note signed by the parent/guardian is turned in to the school office that states the date of the absence and lists the reason as student illness or injury.
 - A written medical statement from a doctor, dentist, or other recognized medical professional, including the student's name, date, and time of the medical appointment and an authorized signature will be accepted for student appointments that cannot be made after school hours.
 - When a student must miss five (5) or more consecutive school days due to illness, injury or surgery, the parent/guardian shall contact the Principal or Counselor to request an application for home/hospital instruction to be completed by the student's physician (the application is also available on the Adair County School District website at <http://www.adair.kyschools.us>).
2. Death of a family member or close friend or a life threatening illness or injury in the student's immediate family, including parent/guardian, grandparent, brother, or sister.
3. Lice-limited to one (1) day per school year. If the student is sent home, s/he will be excused for the remainder of that day only.
4. One (1) day of excused absence per school year is permitted by Kentucky statute for attendance at the Kentucky State Fair (must provide admission ticket as proof of attendance).
5. Driver's test for permit or license – two (2) one-half (½) days allowed per school year.

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

6. Two college visitation or armed forces examination days for seniors (prior approval required from the Counselor).
7. Religious holidays and practices (prior approval required from the Principal/designee).
8. Court summons verified by a summons or subpoena.
9. Failure of bus transportation by the District. (Missing the bus is not excused).
10. Documented military leave.
11. One (1) day prior to departure of parent/guardian called to active military duty.
12. One (1) day upon the return of parent/guardian from active military duty.
13. 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.
14. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
15. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities (EHO), as determined by the Principal. 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.
16. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.
17. Students are considered present at school when participating in school sponsored educational trips/activities and organized 4-H activities in which the student is accompanied by or under the supervision of a county extension agent or designated 4-H club leader. Students are responsible for any school work missed while participating in these activities.

Absences and Excuses

WRITTEN STATEMENTS REQUIRED FOR EVERY ABSENCE/TARDY

It is the responsibility of the parent/guardian to submit to the school office within five (5) school days following every student absence or tardy, a written statement including the student's name, date of absence/tardy, reason for absence/tardy and an authorized signature. Statements from a physician or dentist and six (6) parent notes (days) per year are accepted for absences or tardies that fall within the guidelines set forth in this policy. If a written statement verifying a valid reason for each absence or tardy is not received within five (5) school days after the student returns to school, the absence or tardy may be recorded as unexcused. Suspension and expulsion days are considered unexcused absences.

NOTIFICATION OF UNEXCUSED ABSENCES

After a student has four (4) days of unexcused absences or tardies per year, the Principal or designee of the school will send a notice that includes the student's attendance record and informs the parent/guardian of the student that if unexcused absences or tardies continue, the student will be referred to the Director of Pupil Personnel. This notice will ask parents /guardians to call and set up a conference with the school principal or counselor to discuss causes and strategies for improving their child's attendance. Documentation of meetings, home visits, phone calls, and other student intervention strategies is to be kept by school and district personnel. Progress reports, report cards and access to student data via Infinite Campus Parent Portal also provide parents/guardians with a record of their student's attendance on an ongoing basis.

FINAL NOTICE OF UNEXCUSED ABSENCE

After a student has seven (7) days of unexcused absences or tardies per year, the Director of Pupil Personnel will send a final notice of noncompliance of attendance laws that includes the student's attendance record and informs the parent/guardian of their responsibility for their child's school attendance and the legal consequences of truancy.

If the student continues to be absent, without a valid excuse, the Director of Pupil Personnel shall refer the child and/or parent/guardian to the county attorney or court-designated worker who will initiate court action.

MAKE-UP WORK

Student make-up work policies are included in each school's handbook. It is the student's responsibility to contact assigned teachers regarding work missed due to excused absences or tardies.

ADMISSION AND RELEASE COMMITTEE

After a student has been absent six (6) times in a semester course, he/she shall be referred to a committee composed of the Principal, Assistant Principal, guidance counselor and teacher(s) involved.

This committee will consider the student's absences based on the criteria set forth in this policy and may impose the following penalties:

1. Loss of parking privileges for an amount of time determined by the committee.
2. Loss of privilege to participate in extracurricular activities for an amount of time determined by the committee.

Absences and Excuses**REASSIGNMENT OF STUDENTS AGE 18 OR OLDER**

Students enrolled in the District who are eighteen (18) or older and who miss nine (9) or more unexcused days in a semester may be reassigned to an alternative program and will face court action for habitual truancy.

Attendance policies shall be applicable to all students under twenty-one (21) years of age and who are enrolled in grades K-12.

ADDITIONAL ATTENDANCE REQUIREMENTS

Additional school attendance policies and procedures are included in each school's student handbook.

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, 09.122, 09.4281

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

Adopted/Amended: 6/16/2016

Order #: 465