

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.

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, including mental or behavioral health;
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;
10. Students participating in any of the page programs of the General Assembly;² or

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

11. 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.

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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct shall include specific attendance requirements.

UNEXCUSED ABSENCES

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

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:

¹[702 KAR 007:125](#)

²[KRS 159.035](#)

[KRS 36.396](#); [KRS 38.470](#); [KRS 40.366](#)

[KRS 158.070](#); [KRS 158.183](#); [KRS 158.293](#); [KRS 158.294](#)

[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: 7/5/2022

Order #: VI.3

Corbin Independent School District

STUDENT ATTENDANCE POLICY 2023-2024

Including Time for Time Policy

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 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.

Chronic Absenteeism Defined:

- For purposes of attendance, any student who has missed 10% or more of the current student calendar to date (regardless of whether absences are excused or unexcused), will be considered chronically absent based on KRS 159.150. Based on this statute, there is no distinction between excused absences and unexcused absences.
- Students will be considered to be released from the "Chronically Absent" designation when they have made up enough time to reduce their absences to below 10% of the current calendar days school has been in session.
- See Make-Up Time below for specifics on how make-up time will be administered.
- The building principal or designee has discretion to allow for adjustment of this policy based on extenuating circumstances.

Make-Up Time Defined/Rationale

- The staff of Corbin Independent Schools believe there is no better way to educate children than doing so in an in-person setting. We believe that students are deprived of valuable learning opportunities when they miss an exorbitant amount of classroom time. The make-up time schedule has been developed in order to allow your child to regain content/material they may have missed due to excessive absenteeism. In the event a student becomes chronically absent, he/she shall be required to attend additional class time during the next scheduled make-up period. Those periods will include, but not be limited to: Fall Break, Christmas Break, Spring Break, Summer Break, Saturday School or After-School. Principals, at their discretion, may adjust assignments of make-up time for extenuating circumstances. School administrators will be responsible for making the assignments of the make-up session(s) available for each student.

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, include 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.*

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.

Absence Verification/Notes

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.

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 six (6) doctor's excuses for the entire school year.** Any absence event due to illness in excess of (6) days using a health care provider's note will require the presentation of the Medical Excuse Form before the absence will be excused. **After six (6) absences in which medical excuses are used,** the parent/guardian will have to bring into 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 on 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 INTO THE SCHOOL WITHIN 5 DAYS OF THE ABSENCE EVENT.**

Make-Up 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.

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, a 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. 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. Adopted/Amended: 2/7/19