

Policy set by the district for excused and unexcused absences.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. **Funerals;**
2. **Illness of the pupil;**
3. After a total of ten (10) cumulative full-day absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused.
4. After a total of ten (10) cumulative tardies due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional tardy for the school year in order to be excused.
5. **Religious holidays and practices** (documentation required by the parent or guardian);
6. **Medical and dental appointments** (times and dates shall be verified by the physician's signed statement);
 - a. Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.
7. **Family emergencies** requiring immediate attention, such as severe illness of a student's immediate family, are limited to three (3) cumulative absent events* per school year. Additional absent events must have the approval of the Principal to be excused.
8. One (1) day for attendance at the **Kentucky State Fair** per Kentucky State Law;
9. Documented **military leave** per KRS 159.035 (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),
10. One (1) day prior to departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty,
12. Three (3) visits to **colleges or universities** and restricted to juniors and seniors. Documentation from the college visited will be required;
13. **Court appearance** requiring the student's attendance. Students will be excused only for the length of time of the scheduled court appearance;
14. **Educational Enhancement Opportunity (EEO)**. Up to ten (10) school days to pursue an educational enhancement opportunity determined by the Director of Pupil Personnel 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.
 - a. Unless the Principal determines there are extenuating circumstances, requests for date(s) falling within State or District testing periods shall not be granted.
 - b. The Director of Pupil Personnel's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board through its grievance policy.
 - c. 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.
15. Ten (10) days for students attending **basic training** required by a branch of the United States Armed Forces, or
16. Other valid reasons as determined by the Principal.

***An absent event is defined as being tardy or absent for any percentage of the school day.**