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## **TARDIES, EARLY DISMISSALS, AND ABSENCES**

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse.

An "absent event" is defined as:

- A "tardy", defined as arriving after the designated start time and missing less than or equal to 35% (thirty-five percent) of the school day; or
- An "absence", defined as not being in attendance for either a half day (36% - 84% of the school day) or a full day (85% - 100% of the school day).

### **Reporting procedure:**

Within 3 (three) days of his or her return to school after an absence, a student shall present a written note to the designated staff member, signed by his or her parent/guardian or licensed healthcare professional, that should include:

- The current date;
- The student's (printed) first and last name;
- The date(s) of the absence(s) (not just the days of the week);

**The reason for the absence(s); and**

- **The parent/guardian signature.**

**A parent/guardian may submit via email a picture or scanned attachment of their signed parent note.**

**For medically-related excuses, the parent/guardian must submit the original medical excuse, which may be requested from the licensed healthcare professional for the records of the parent/guardian. Medically-related excuses faxed from the office of the licensed healthcare professional will also be accepted.**

**If a signed excuse is not received within 3 (three) days, the absent event shall be deemed unexcused.**

**Additional provisions include the following:**

- **An "early dismissal" is defined as leaving the school or program before the end of the instructional day. In such cases, the student must be checked in or out of school by a parent/guardian or previously authorized adult.**
- **Late arrivals or early dismissals will be counted as either a tardy or an absence according to the arrival/departure time. In either case, the same signed excuse requirement applies.**
- **If a student is sent home for illness by the school, he or she will be excused for that day; however, if the student is absent for subsequent days, the signed excuse requirements still apply for the subsequent days.**
- **If a child has a chronic illness, the parent/guardian may request additional parent notes by contacting the Director of Student Personnel at IAK Support Services.**

### **Excused absence:**

Under state statute and/or board policy, absent events are considered to be excused in the following cases:

- **Absences due to illness:** A parent/guardian may write a total of 10 (ten) signed excuses per year for absence due to illness. Beyond this total, a student will be required to present a written statement from a licensed healthcare professional (doctor, dentist, psychologist, etc.) for each additional absence during the school year in order for the absence to be excused.
- **Tardies due to illness:** A parent/guardian may write a total of 10 (ten) signed excuses per year for tardiness due to illness. Beyond this total, a student will be required to present a written statement from a licensed healthcare professional (doctor, dentist, psychologist, etc.) for each additional tardy during the school year in order for the tardy to be excused.
- **Death in the student's immediate family:** The term "immediate family" means a parent/guardian, step-parent, grandparent, step-grandparent, sibling, step-sibling, or other member of the student's household. Documentation by the student's parent/guardian is required.
- **Religious holidays and practices:** Documentation by the student's parent/guardian is required.
- **Medical and dental appointments:** A student will be excused only for the length of time of the scheduled doctor's appointment and reasonable round-trip travel time. The date and time of the appointment must be verified by the physician's or dentist's original signed statement faxed or scanned directly from physician's or dentist's office.
- **Physician's or dentist's excuses:** Such excuses shall state the date(s) and/or number of days for which the student will be excused.
- **Family emergencies:** Events requiring immediate attention are limited to 3 (three) cumulative absent events per school year, as approved by the principal.
- **College campus visits:** A total of 3 (three) visits to colleges or universities are permitted for juniors and seniors. Documentation from the college/university visited will be required.

- **Kentucky State Fair:** One (1) day is permitted for fair attendance per KRS 158.070(6).
- **Court appearances requiring the student's attendance:** A student will be excused for only the length of time of the scheduled court appearance and reasonable round trip travel time.

□ **Call to active duty:** A student will be granted excused absences for the day prior to, and the day of, the departure of a parent/guardian for active military duty.

- **Documented military leave:** A student will be granted excused absences for up to 10 (ten) days to visit a parent/guardian serving in the U.S. military and stationed out of the country who is on leave.

- **Return from active duty:** A student will be granted excused absences for the day of, and the day after, the return of a parent/guardian from active military duty.

- **Educational Enhancement Opportunities (EHOs):** In accordance with KRS 159.035 (2), up to 10 (ten) school days may be used to pursue an educational enhancement opportunity determined by the FCPS Director of Pupil Personnel to be of significant educational value. Such opportunities may include, but are not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in a core curriculum subject (English, science, mathematics, social studies, foreign language, or the arts). A student receiving an excused absence for this purpose shall have the opportunity to make up school work missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. For additional information regarding EHOs, see board policy 09.123.

- Other valid reasons as determined by the principal.

Make-up work is always permitted for an excused absence.

**Unexcused absence:**

All absences except those with permissible excuses are unexcused absences.

Make-up work may be permitted for a student with an unexcused absence if the principal, after consultation with the teacher, approves the make-up work. For a student with an unexcused absence due to a suspension, work shall be given appropriate credit.

**REVOCAION OF DRIVER'S LICENSE**

Within the state, all students must present verifications of their enrollment to apply for driver's licenses, intermediate licenses, or learner's permits. The school administrator shall notify the superintendent of any student under 18 (eighteen) who has either dropped out of school, has 9 (nine) or more unexcused absences, or is academically deficient. The term "academically deficient" means that a student has not received passing grades in at least 4 (four) courses, or the equivalent of 4 (four) courses, taken in the preceding semester. The superintendent or his/her designee is mandated to report the names and social security numbers of academically deficient students to the Kentucky Transportation Cabinet. The Cabinet may deny the applications of such students for learner's permits, or revoke their driving privileges (driver's licenses, intermediate licenses, or driver's permits).