

## **TRUANCY and MAKEUP WORK**

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for 3 or more days or tardy without a valid excuse on three or more days as truant; identify as a habitual truant a student who has been reported as truant two or more times; hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty-first birthday, accountable if the student fails to comply with truancy laws; **hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth birthday accountable if the student fails to comply with school truancy laws**; hold the court-appointed guardian of a public school student who has not reached his/her twenty-first birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; identify as a habitual truant a student who has been reported as truant two or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy on three (3) or more days, is a truant. Any child who has been reported as truant **two (2)** or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. **Three (3)** unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

### **PROCEDURES FOR HANDLING TRUANCY AND HABITUAL TRUANCY FOR STUDENTS AGES FIVE THROUGH SEVENTEEN**

Principals or their designee shall follow these procedures regarding truancy and habitual truancy:

1. **Step One**—After the **second** invalid/unexcused absence:
  - a. Designated school personnel shall have a conference with the students.
  - b. Parent/guardian shall be notified by telephone or in writing. A record of this notification shall be kept on file.
2. **Step Two**—After the **fourth** invalid/unexcused absence:
  - a. Parent/guardian and student conference shall be held with the principal, counselor, or other appropriate personnel, and the Director of Pupil Personnel shall be notified in writing.
  - b. If parent/guardian fails to attend the conference, notification shall be sent by mail to the parent/guardian, with a copy to the Director of Pupil Personnel, explaining that the student has been referred to the Director of Pupil Personnel whose office shall contact the parent/guardian.
3. **Step Three**—At the **sixth** invalid/unexcused absence:
  - a. Principal or designee shall immediately send notification to the Director of Pupil Personnel, in writing, on the appropriate form.
  - b. Director of Pupil Personnel or designee shall contact the parent/guardian.
  - c. Director of Pupil Personnel shall initiate a legal petition against parent/guardian and/or student for habitual truancy as required by law. (KRS 159.150, KRS 159.180)
  - a. The Director of Pupil Personnel shall discuss appropriate options.

### **MAKEUP WORK**

Students having excused absences or prearranged absences for valid reasons (acceptably documented) shall be allowed to make up daily work missed.

- Students are responsible for meeting due dates on all long-term projects or assignments unless an exception is approved due to an emergency or extenuating circumstances.
- At the elementary level, it will be the responsibility of the teacher to work with the child and the parent/guardian to make up any work the child has missed.
- In grades **6-12** it is the student's responsibility to contact the teachers concerning makeup work and to find out when, where, and how makeup is to be completed.
- Students placed on home suspension will not be allowed to make up any work missed during the suspension.
- Any project or homework assigned before a suspension occurs, but due during the suspension, will be accepted for credit provided the work is turned in to the teacher on the day the student returns to school.
- Long-term projects assigned during the suspension, but not due until a date after the suspension ends, will be accepted. Work both assigned and due during the suspension will not be accepted.
- Students shall be allowed to take nine-week tests, semester tests, and final tests when suspended. No makeup work will be allowed for any other tests during a suspension.
- When on an extended school sponsored trip of two (2) or more days, students will have the responsibility to contact their teachers to receive their homework and test assignments one week prior to departure. All homework and examinations due during the trip will be scheduled at the earliest, one day after the student returns to school. If the teacher is unable to pre-assign a test or homework two (2) days prior to the student's departure, the student may have two (2) days for completion of homework assignments and one (1) day before taking make up tests.