

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. Court appearances (with note from court officer);
6. Documented military leave;
7. One (1) day prior to departure of parent/guardian called to active military duty;
8. One (1) day upon the return of parent/guardian from active military duty;
9. 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. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
11. Students participating in any of the page programs of the General Assembly;² or

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

12. 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.

Students shall be allowed a maximum of six (6) tardies excused for personal reasons per school year. Additional tardies must be approved by the Principal. Parents shall be informed of the number of tardies their child(ren) have accumulated at the end of each grading period.

Students shall be allowed a maximum of six (6) absences excused for personal reasons per school year. Additional absences must be approved by the Principal.

Parents shall be informed of the number of absences their children have accumulated at the end of each grading period.

MAKE UP WORK

Students shall be allowed to make up work for all ~~excused~~-absences. It is the student's responsibility to contact the teacher for make up work. Students must complete make up work within five (5) school days upon return unless approved for extended time by the Principal. ~~Work while a student is suspended from school will be recorded as a zero (0).~~

ACCEPTANCE OF EXCUSE NOTES

If a local health care provider or other valid provider indicates a student could return to school on the same day as seen by the provider and the student fails to return in a timely manner, the excuse will not be recorded and a personal excuse will be entered if student still has any or the absence will remain unexcused. Additionally, students with appointments late in the school day should attend school until travel time to the appointment, unless the student is too ill to attend. If a health care provider indicates a student was seen but was not medically necessary the absence will be considered unexcused.

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ACCEPTANCE OF EXCUSE NOTES (CONTINUED)

Students are only excused for health care provider appointment or hospital stays when they are the patient or if their child is the patient. In the case of severe illness of an immediate family member (mother, father, brother or sister) the family will need to contact the Principal to explain the situation and the Principal will determine if the absence will be considered excused.

After a student has submitted ten (10) doctor's excuses in any format the doctor provides, he/she will be required to have any medical facility complete the Powell County Medical Excuse form for each additional doctor's excuse for the remainder of the school year. If this form is not completed and turned in, the absence will be unexcused.

Students have ten (10) school days from the date of an absence to submit a valid written excuse. Excuses submitted outside this ten (10) day window can only be approved by the Director of Pupil Personnel (DPP). Excuses for absences at the end of the school year must be submitted by the official closing day of school.

UNEXCUSED ABSENCES

An unexcused absence is one without proper notification from a pupil's parent.

The Principal shall notify in writing the parent(s) of any student accumulating three (3) unexcused absences in one (1) school year. The student shall also be referred to the Director of Pupil Personnel.

After a student accumulates six (6) unexcused absences, the District may begin prosecution in District Court against the student's parent(s) or file truancy charges against the student in the juvenile court system.

STUDENTS EIGHTEEN YEARS OF AGE OR OLDER

A student enrolled in the District who is eighteen (18) years of age or older and who is absent without valid excuse for six (6) or more days shall be referred to the court system as an habitual truant.

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: 6/20/2023

Order #: 23-520