

SCHOOL COUNCIL POLICY

Pikeville Independent Schools

Pikeville High School

Policy Type (Check One)

 Council Operations School Operations**POLICY TOPIC DESCRIPTION**

ABSENCE POLICY

POLICY STATEMENT

An absence shall be defined as a student who is not present and accounted for during a day when school is in session. Students returning to school after being absent must check in at the front office with documentation for their absence. Any tardy, absence, or checkout must receive an admit slip from the front office upon returning to school. If the admit slip is unexcused, a student will have three days to bring in documentation to have it changed to an excused absence. After the three days, the admit slip will stay unexcused. It shall be the responsibility of the student to present the admittance slip to the homeroom teacher and all other teachers from which classes the student was absent. Teachers shall not admit any student to class or homeroom without an admittance slip. Three absences and tardies, per semester, will be marked excused when the student presents a note from the parent/guardian stating a valid reason for the absence. Any other absence or tardy will be excused only when the student presents documentation that a doctor has been consulted and in the opinion of the physician, the student should not have attended school. Absences due to other extenuating circumstances beyond the student's control must be appealed to the Attendance Committee for approval.

Definitions of Absences and Tardiness: (Time Intervals)

Students absent for 34 percent or less of the school day will be counted as tardy. Students who are absent between 35 percent and 84 percent of the day are counted as being absent for one half of the day. Students absent for 85 percent or more of the day, are counted as a full day absence.

Example: Students arriving to school between 8:10 A.M. and 10:15 A.M. are counted as tardy. Students arriving after 10:15 A.M. and before 1:30 P.M. are counted as missing one half day. Students checking out after 1:30 P.M. are counted as tardy.

Examples of Excused Absences

Absences may be excused for the following reasons:

- a. Personal illness of the student.
- b. Serious illness in the immediate family.
- c. Death in the family.
- d. Local medical or dental appointments. (Only a reasonable portion of the day should be used.)
- e. To take the drivers' permit test. (Only a portion of the day should be used.)
- f. To take the drivers' test. (Only a portion of the day should be used.)
- g. Appearance in court as a witness or one that is under subpoena to appear for circumstances that is not of the student's own offense.
- h. Extenuating circumstances that have been reviewed by the Principal, Director of Pupil Personnel or approved by the Attendance Committee.
- i. Visitation to a college by a graduating senior when such visitation cannot be done other than during a school day. A statement from a college official must be presented upon the student's return to school. (The absence will be excused only if the student has less than three absences in that semester.)

Date Adopted: June 26, 2006

Date(s) Amended: February, 8, 2022

Brandon Blackburn
Council Chairperson