

# Obion County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>12/01/08</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/11/08</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session.

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4 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance  
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new or  
10 reinstatement of driver's permit or license; and
- 11 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
12 withdraws from school.<sup>2</sup>

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15 Student attendance records shall be given the same level of confidentiality as other student records. Only  
16 authorized school officials with legitimate educational purposes may have access to student information  
17 without the consent of the student or parent/guardian.<sup>3</sup>

## 18 19 **Absentee Procedures for Five (5) or Fewer Parental Notifications**

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21 Parents should contact the school by phone anytime their student is absent. Upon the student's return  
22 to school, a parent note or third (3rd) party confirmation shall be sent to explain the absence. Schools  
23 will accept five (5) parental notes for excused absences without third (3rd) party confirmation. After  
24 the fifth (5th) absence with parental notification only, third (3rd) party confirmation will be required. If  
25 a student is absent and the school is not notified, the parents will be contacted, if possible, to determine  
26 the reason for the absence. Each school shall keep a phone directory where parents can be reached.

## 27 28 **Absentee Procedures After Five (5) Parental Notifications**

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30 After five (5) parental notifications have been accepted for excused absences, absences will only be ex-  
31 cused if corroborated by a third party, i.e., doctor's statement, funeral home director, court, etc. Students  
32 and parents are encouraged to ask for documentation each time school is missed for these appointments.  
33 **Students returning to school without documentation from a third party will be considered unexcused.**  
34 **Written notes from parents/guardians will not be accepted for excused absences.** Absences shall be  
35 classified as either excused or unexcused as determined by the school principal or his/her designee.

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37 Excused absences shall include:

- 38 1. Illness or death of parent, guardian, grandparents, brothers, sisters, aunt, uncle, niece, nephew,  
39 or any member of the immediate household, as documented by a funeral home statement;

2. School trips, contests, conventions, 4-H Club activities, competitive events;
3. Personal illness - A doctor's statement shall be required;
4. Hospitalization of the student, as documented by a doctor's statement;
5. Doctor or dental appointment, as documented by a doctor's statement;
6. Confinement ordered by a physician, major illness to mother, father, grandparents, guardian, or sibling, as documented by a doctor's statement;
7. Church trips - The church shall provide the school with a list of students making the trip.
8. Failure of the bus to make its route because of weather conditions or mechanical problems, as confirmed by the transportation supervisor;
9. Court appearance with corroboration from the court;
10. Religious observances<sup>4</sup> with corroboration from religious leader;
11. A one-day excused absence is provided for students when their parent/custodian is deployed into active military service and a one-day excused absence for students when the parent/custodian returns from active military service<sup>7</sup>; or
12. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

Suspension, expulsion, skipping school or violations of the standard dress code policy shall be considered unexcused absences.

The principal shall be responsible for ensuring that:<sup>5</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

Students who are late to school must report to the principal's office for admission to class. All tardies will be dealt with at the discretion of the principal.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.<sup>6</sup>

## **TRUANCY**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse will be reported to the director of schools and/or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's absence.<sup>5</sup>

**MAKE-UP WORK**

In an effort to maintain the academic pace established by teachers/students, students will be given an opportunity to make-up all schoolwork missed due to being absent. Following an absence, the student and/or parent(s) will have the responsibility of making the initial inquiry about making up missed schoolwork. The principal/teacher will establish the make-up requirements, and students will be allowed a reasonable length of time to make-up schoolwork missed. Any schoolwork or tests not made up during the specified time and according to the specific guidelines will result in a zero (0) for that work.

***Excused Absences:***

Students with an excused absence shall be permitted to make-up all schoolwork missed within a reasonable amount of time.

***Unexcused Absences:***

Students who wish to make-up school work for full credit must remain after school (includes students who have been suspended). Students will complete the make-up schoolwork under the supervision of the principal and/or his/her designee in the Extended School Program, the tutoring program or in Saturday School. Parents must make after-school arrangements with the principal or designee within two (2) days of the child's returning to school.

If the student does not complete the make-up work through the means listed above, a zero shall be given for the incomplete assignments.

A notice of unlawful attendance will be mailed to parents of students with five (5) unexcused absences, not taking into account absences due to suspensions/expulsions. When a student reaches his/her eighth (8th) unexcused absence, he/she may be cited to juvenile court for truancy.

***Incentives for Attendance:***

Student attendance is calculated on a minute by minute basis as set forth in the State of Tennessee's *Student Membership and Attendance Accountability Procedures Manual*. Students who have accumulated less than one day's absence for the entire school year will be recognized for Perfect Attendance. Students who have been present for ninety-five percent (95%) of the school year (171 days) will be recognized for Outstanding Attendance.

Students eligible to drive on campus will be able to maintain parking privileges as long as they are in compliance with the attendance policy, obey all school policies/rules, and obey all appropriate laws/rules related to safe driving.

**STATE-MANDATED TESTS/GATEWAY EXAMS <sup>7</sup>**

Students who are absent the day of the scheduled Gateway Tests must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam developed by the teacher that will count as 15% of their grade. (This does not satisfy Gateway requirements.)

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3 Students who have an unexcused absence and do not make up the exam in accordance with policy shall  
4 receive a zero (0) for the exam which shall be averaged into their final grade at 15%.

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6 *All students who miss a scheduled Gateway Test must take the test at the next administration in order*  
7 *to meet their Gateway diploma requirement.*

### 8 9 **CREDIT/PROMOTION DENIAL**

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11 Credit/promotion denial determinations may include student attendance, however student attendance  
12 may not be the sole criterion.<sup>8</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
13 following shall occur:

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15 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
16 to excessive absenteeism.
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18 2. Procedures in due process are available to the student when credit or promotion is denied.

#### 19 20 *Time-for-Time Requirements for Students in Grades 9-12:*

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22 Any student in grades 9-12 who accumulates more than ten (10) absences (excused or unexcused) in  
23 a school year cannot receive credits for his/her courses unless he/she makes up the excess days on a  
24 time-for-time basis. Suspended days count toward the ten (10) absences.

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26 Students will have the opportunity to make up this time by attending Saturday School, which will be  
27 held on a biweekly basis at each high school from 6:30 a.m. to 12:00 noon. Each day of Saturday  
28 School will make up one day missed. Students who must make up a partial day must attend from 6:30  
29 a.m. until the time needed to make up the amount missed. Any student who is late for Saturday School  
30 will be denied access for that session. Principals, at their discretion, may provide additional opportuni-  
31 ties for students to make up excess absences.

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33 Students who are denied credits for failure to comply with this policy will not be allowed to attend  
34 summer school.

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36 Exceptions to this policy may be granted by the Director of Schools on a case-by-case basis.

### 37 38 **DRIVER'S LICENSE REVOCATION** <sup>2</sup>

39  
40 More than ten (10) consecutive or fifteen (15) unexcused absences by a student during any semester  
41 renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

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43 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at  
44 least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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## ATTENDANCE HEARING

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course or be promoted.<sup>8</sup>

The principal shall be responsible for notifying, in writing, the director of schools and/or his/her designee and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

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Legal References:

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
5. TCA 49-6-3007
6. Attendance Accounting Procedural Manual,  
Minimum Standards and Guidelines, State Department of Education
7. TRR/MS 0520-1-3-.06(2)
8. TCA 49-2-203(b)(7)

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Cross References:

- Extracurricular Activities 4.300  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs 4.803  
Student Records 6.600