

Obion County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds: 6.200	Issued:

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

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4 The attendance supervisor shall oversee the entire attendance program which shall include¹

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- 6 1. All accounting and reporting procedures and their dissemination;
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
- 8 requirements;
- 9 3. Ensuring that all school age children attend school;
- 10 4. Providing documentation of enrollment status upon request for students applying for new or
- 11 reinstatement of driver's permit or license; and
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license
- 13 withdraws from school.²
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15 The principal or his/her designee shall be responsible for ensuring that⁶

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- 17 1. Attendance is checked and reported daily for each class;
- 18 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 19 for the majority of the day;
- 20 3. All student absences are verified;
- 21 4. Written excuses are submitted for absences and tardiness; and
- 22 5. System-wide procedures for accounting and reporting are followed.
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24 Student attendance records shall be given the same level of confidentiality as other student records. Only
25 authorized school officials with legitimate educational purposes may have access to student information
26 without the consent of the student or parent/guardian.³

27 **Excused/Unexcused Absences**

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29 Absences from school shall be classified as either excused or unexcused as determined by the school
30 principal or his/her designee. Schools will accept six (6) parental notes (three (3) per semester) per school
31 year for excused absences without third (3rd) party confirmation. Once the above applicable limits have
32 been reached, absences will only be excused if corroborated by a third (3rd) party, i.e., doctor's statement,
33 funeral home director, court, etc.

34 **Excused/Unexcused Tardies**

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- 38 1. Schools will accept six (6) parent notes (three (3) per semester) per school year for excused tardies.
- 39 Every five unexcused tardies will count as one full unexcused day.
- 40 2. Students who are late to school must report to the principal's office for admission to class.
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2 Acceptable third party documentation shall include

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4 1. A doctor's statement written due to the student's personal illness, hospitalization, or appoint-
5 ment
6 2. A doctor's statement verifying the student's need to miss due to the illness or confinement of
7 a parent, guardian, or sibling;
8 3. A funeral home statement in the event of a death of a parent, guardian, grandparent, brother,
9 sister, aunt, uncle, niece, nephew, or any member of the immediate household;
10 4. A written statement from a church leader in the event of a church trip or religious observance⁴
11 or
12 5. Students participating in school-sponsored activities whether on- or off-campus shall not be
13 counted absent. In order to qualify as "school-sponsored," the activity must be
14 school-planned, school-directed, and teacher-supervised.⁷
15 6. Corroboration from a court official due to a court appearance;
16 7. Documentation affirming a parent/guardian is being deployed (one day) into active military
17 service or returning (one day) from active military service.⁵
18 8. Suspension, expulsion, skipping school, or violations of the standard dress code policy shall be
19 considered unexcused absences.
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21 The principal or his/her designee shall also excuse absences due to

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23 1. Failure of the bus to make its route due to weather conditions or mechanical problems;
24 2. Circumstances which, in the judgment of the principal, create emergencies over which the
25 student has no control; and
26 3. School trips, contests, conventions, 4-H Club activities, or competitive events.
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28 **TRUANCY**

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30 1. Truancy is defined as an absence for an entire school day, a major portion of the school day or the
31 major portion of any class, study hall or activity during the school day for which the student is
32 scheduled
33 2. Students who are absent five (5) days without adequate excuse shall be reported to the director
34 of schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the
35 student's absence.⁵
36 3. The director of schools or his/her designee shall also comply with state law regarding the reporting
37 of truant students to the proper authorities.⁵
38 4. A notice of unlawful attendance will be mailed to parents of students with five (5) unexcused absen-
39 ces including unexcused tardies, not taking into account absences due to suspensions/expulsions.
40 5. In addition, the attendance supervisor/designee shall initiate meaningful communications with the stu-
41 dent and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences
42 and/or unexcused tardies. The attendance supervisor/designee shall then develop an attendance plan and
42 coordinate additional services designed to improve the student's attendance.
43 6. Upon notification that a student has been absent eight (8) days without adequate excuse, the attendance
44 supervisor/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to
45 determine the appropriate services needed to improve the student attendance. The attendance supervisor/
46 designee shall document all communication attempts and refine the attendance plan as needed.
47 7. If a student is required to participate in a remedial instruction program outside of the regular school
48 day where there is no cost to the parent(s) and the school system provides transportation, unexcused
49 absences and/or unexcused tardies from these programs shall be reported in the same manner.⁶
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MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during the these absences.¹⁰

MAKE-UP WORK

In an effort to maintain the academic pace established by principals, 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 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.

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 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 ⁸

High school students who are absent on the day of state mandated tests (end-of-course tests) have the opportunity to take the missed test on the designated make-up day. If they miss the make-up day, they are required to take the test at the next administration.

End-of-course tests count 25% of the students' second nine -week grade of each semester.

TCAP (Tennessee Comprehensive Assessment Program) tests for grades 3-8 count 25% of the students' second semester grades.

All students who miss a scheduled state mandated test must take the test at the next administration in order to meet their Tennessee diploma requirement.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. ⁹ However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

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

DRIVER'S LICENSE REVOCATION ²

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

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

ATTENDANCE HEARING

An attendance committee made up of the principal, the attendance supervisor, and the grade-level supervisor of instruction 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.⁹

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 in writing to the director of schools within five (5) days following the action or report of the action, whichever is later.

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. Public Acts 2006, Chapter No. 552
6. TCA 49-6-3007
7. Attendance Accounting Procedural Manual,
Minimum Standards and Guidelines, State Department of Education
8. TRR/MS 0520-1-3-.06(2)
9. TCA 49-2-203(b)(7)
10. TCA 49-6-3019

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