

Tennessee School Boards Association

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

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

3
4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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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
- 11 or 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
- 14

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.³

18
19 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
20 designee. Excused absences shall include:

- 21
- 22 1. Personal illness;
- 23 2. Illness of immediate family member;
- 24 3. Death in the family;
- 25 4. Extreme weather conditions;
- 26 5. Religious observances;⁴ or
- 27 6. Circumstances which in the judgment of the principal create emergencies over which the
- 28 student has no control.
- 29

30 The principal shall be responsible for ensuring that:⁵

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- 32 1. Attendance is checked and reported daily for each class;
- 33 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 34 for the majority of the day;
- 35 3. All student absences are verified;
- 36 4. Written excuses are submitted for absences and tardiness;
- 37 5. System-wide procedures for accounting and reporting are followed.
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- 41

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 shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence.⁵ The director of schools shall also comply with state law regarding the reporting of truant students to the proper authorities.⁵ If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁶

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.⁷

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.⁸

MAKE-UP WORK

[Insert local practices concerning make-up work]

STATE-MANDATED TESTS/END OF COURSE EXAMS⁹

Students who are absent the day of the scheduled End of Course Exams 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 _____% of their grade. [or] Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at _____%.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance

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2 may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotion denial, the
3 following shall occur:

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5 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
6 to excessive absenteeism.

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8 2. Procedures in due process are available to the student when credit or promotion is denied.
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10 **DRIVER'S LICENSE REVOCATION** ²

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

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

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21 An attendance committee appointed by the principal will conduct a hearing to determine if any extenu-
22 ating circumstances exist or to verify that the student has met attendance requirements that will allow
23 him/her to pass the course or be promoted.

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25 The principal shall be responsible for notifying, in writing, the director of schools and the parents of
26 the student of any action taken by the school.
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28 Any administrative decision regarding attendance may be appealed initially to the director of schools
29 and ultimately to the Board. The appeal shall be made in writing to the director of schools within five
30 (5) days following the action or the report of the action, whichever is later.
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40 Legal References:

- 41
- 42 1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
- 43 2. TCA 49-6-3017
- 44 3. TCA 10-7-504; 20 U.S.C. § 1232g
- 45 4. TRR/MS 0520-1-3-.03(16); TCA 49-6-2904
- 46 5. TCA 49-6-3007
- 47 6. TCA 49-6-3021(c)
- 48 7. Attendance Accounting Procedural Manual, '11-'12 (0104),
Minimum Standards and Guidelines, State Department of Education
- 49 8. TCA 49-6-3019
9. TRR/MS 0520-1-3-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)

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