

Obion County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/12/13
		Rescinds: 6.200	Issued: 06/25/12

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

- 5
- 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
- 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 **Excused/Unexcused Absences**

20
21 Absences from school shall be classified as either excused or unexcused as determined by the school
22 principal or his/her designee. Schools will accept six (6) parental notes (three (3) per semester) per school
23 year for excused absences without third (3rd) party confirmation. Once the above applicable limits have
24 been reached, absences will only be excused if corroborated by a third (3rd) party, i.e., doctor's state-
25 ment, funeral home director, court, etc.

26
27 Acceptable third party documentation shall include:

- 28
- 29 1. A funeral home statement in the event of a death of a parent, guardian, grandparent, brother,
- 30 sister, aunt, uncle, niece, nephew, or any member of the immediate household;
- 31 2. A doctor's statement written due to the student's personal illness, hospitalization, or appoint-
32 ment;
- 33 3. A doctor's statement verifying the student's need to miss due to the illness or confinement of
34 a parent, guardian, or sibling;
- 35 4. Corroboration from a court official due to a court appearance;
- 36 5. A written statement from a church leader in the event of a church trip or religious observance⁴;
- 37 or
- 38 6. Documentation affirming a parent/guardian is being deployed (one day) into active military
39 service or returning (one day) from active military service.⁵
- 40
- 41
- 42

1
2 The principal shall be responsible for ensuring that:⁶
3

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

10
11 The principal or his/her designee shall also excuse absences due to:
12

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

17
18 Students participating in school-sponsored activities whether on- or off-campus shall not be counted
19 absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed,
20 and teacher-supervised.⁷
21

22 Students who are late to school must report to the principal's office for admission to class.
23

24 Suspension, expulsion, skipping school, or violations of the standard dress code policy shall be consid-
25 ered unexcused absences.
26

27 **TRUANCY**

28

29 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major
30 portion of any class, study hall or activity during the school day for which the student is scheduled.
31

32 Students who are absent five (5) days without adequate excuse shall be reported to the director of
33 schools who will, in turn, provide written notice to the parents/guardians of the student's absence.⁵ The
34 director of schools shall also comply with state law regarding the reporting of truant students to the
35 proper authorities.⁵ If a student is required to participate in a remedial instruction program outside of
36 the regular school day where there is no cost to the parent(s) and the school system provides transportation,
37 unexcused absences from these programs shall be reported in the same manner.⁶
38

39 A notice of unlawful attendance will be mailed to parents of students with five (5) unexcused absences,
40 not taking into account absences due to suspensions/expulsions. When a student reaches his/her eighth
41 (8th) unexcused absence, he/she may be cited to juvenile court for truancy.
42

43 **MILITARY SERVICE OF PARENT/GUARDIAN**

44

45 School principals shall provide students with a one-day excused absence prior to the deployment of
46 and a one-day excused absence upon the return of a parent or custodian serving active military service.
47 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
48 parent or guardian during a deployment cycle. The student shall provide documentation to the school
49 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 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 or the tutoring programs. 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.

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/GATEWAY EXAMS ⁸

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.)

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

All students who miss a scheduled Gateway Test must take the test at the next administration in order to meet their Gateway 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