

Bradley County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/14/16
		Rescinds:	Issued:

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

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

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance
6 requirements;
- 7 3. Ensuring that all school age children attend school;

8 Student attendance records shall be given the same level of confidentiality as other student records. Only
9 authorized school officials with legitimate educational purposes may have access to student information
10 without the consent of the student or parent/guardian. ³

11 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
12 Excused absences shall include:

- 13 1. Personal illness;
- 14 2. Illness of immediate family member;
- 15 3. Death in the family;
- 16 4. Extreme weather conditions;
- 17 5. Religious observances;⁴
- 18 6. College visits (4 total – 2 junior year and 2 senior year);
- 19 7. School sponsored or school endorsed activities⁷
- 20 8. Summons, subpoena, or court order; or
- 21 9. Circumstances which in the judgment of the principal create emergencies over which the
22 student has no control.
23

- 1 The principal shall be responsible for ensuring that: ⁵
- 2 1. Attendance is checked and reported daily for each class;
 - 3
 - 4 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
 - 5 for the majority of the day;
 - 6 3. All student absences are verified;
 - 7 4. Written excuses are submitted for absences and tardiness;
 - 8 5. System-wide procedures for accounting and reporting are followed.
 - 9 6. Providing documentation of enrollment status upon request for students applying for new or
 - 10 reinstatement of driver's permit or license; and
 - 11
 - 12 7. Notifying the Department of Safety whenever a student with a driver's permit or license
 - 13 withdraws from school. ²

14 **UNEXCUSED ABSENCES/TRUANCY**

15 Truancy is defined as an unexcused absence for any portion of the school day or any portion of a
16 particular class without justifiable reason as determined by the administrator or designee. Truancy
17 represents a blatant, intentional violation of compulsory attendance and will be handled in agreement
18 with school rules and procedures.

19 Three (3) student absences (3 days) per semester may be excused by a parent note if they meet the criteria
20 set forth above (Excused Absences). The principal or his/her designee may require a doctor's note for
21 absences above three (3) in number. Failure to comply will result in the absence(s) being termed
22 "unexcused."

23 Students who are absent five (5) days without adequate excuse shall be reported to the director of
24 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
25 absence.⁵ The director of schools/designee shall also comply with state law regarding the reporting of
26 truant students to the proper authorities.⁵ In addition, the principal/designee shall initiate and document
27 meaningful communications with the student and parent(s)/guardian(s) in order to determine the
28 underlying cause(s) of the unexcused absences. The principal/designee shall then develop a plan that
29 includes attendance, academics and coordinates additional services designed to improve the student's
30 attendance.¹¹

31 Upon notification that a student has been absent ten (10) days without adequate excuse, the
32 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine
33 the appropriate services needed to improve the student attendance. The principal/designee shall
34 document all communication attempts and refine the attendance plan as needed. ¹¹

1 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

4 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
5 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
6 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
7 missed during the these absences.⁸

8 **MAKE-UP WORK**

9
10 All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, must be made
11 up to insure no **academic** penalty to the students. Student work for absences must be made up in order
12 to gain academic credit. At the secondary level (grades 6-12) it is the student's responsibility in
13 conjunction with the teacher to determine what assignments and tests have been missed and to make
14 arrangements for making up such coursework and assessments. At the elementary level (grades P-5)
15 the teacher will fill the primary role in assuring that students returning from an absence will be given
16 make-up work and assessments.

- 17 1. Excused/Unexcused Make Up – The number of school days allowed to complete the work upon
18 return to school, shall be equal to the number of days absent.
- 19 2. Suspension Make Up:
- 20 a. If a student is suspended one (1) to five (5) days the student will have two (2) school days
21 upon return to complete make up work.
- 22 b. If a student is suspended six (6) to ten (10) days the student will have four (4) school days
23 upon return to complete make up work.

24 While **academic** punishment will not be employed in response to truancy/excessive absenteeism,
25 Bradley County Schools will take other strict measures to address unwarranted absences. Therefore, a
26 student who has been absent must, upon his or her return to school, provide a written explanation/excuse
27 signed by his or her parent or guardian. The principal or his or her designee may require a statement
28 from a physician before an absence is excused.

29 **STATE-MANDATED TESTS/END OF COURSE EXAMS**⁹

30 If a student in grades 3-8 is absent for state-mandated testing, a score from an alternative assessment
31 will be issued for report card purposes.

32 If a high school student is absent for a required End-of-Course exam, the test must be taken during the
33 next time it is given. The student will receive an "I" (Incomplete) until the required test is taken.

34 **DRIVER'S LICENSE REVOCATION**²

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

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

3 **PERFECT ATTENDANCE**

- 4 Students who have attended at least "three hours and sixteen minutes" (State daily minimum) of every
- 5 academic day will receive perfect attendance certificates. Student absences for bereavement shall not
- 6 result in the loss of a perfect attendance certificate

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 USCS § 1232g
4. TRR/MS 0520-01-03-.03(16); TCA 49-6-2904(b)(5)
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
8. TCA 49-6-3019
9. TRR/MS 0520-01-03-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

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