

Greene County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 06/28/18
		Rescinds: 6.200	Issued: 09/22/16

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 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 4. Providing documentation of enrollment status upon request for students applying for new or
9 reinstatement of driver's permit or license; and
- 10
11 5. Notifying the Department of Safety whenever a student with a driver's permit or license
12 withdraws from school.²

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

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
17 Excused absences shall include:⁴

- 18 1. Personal illness/injury;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁵
- 23 6. College visits;
- 24 7. Pregnancy;

- 1 8. School sponsored or school endorsed activities;⁶
- 2 9. Summons, subpoena, or court order; or
- 3
- 4 10. Circumstances which in the judgment of the principal create emergencies over which the
- 5 student has no control.

6 The principal shall be responsible for ensuring that:⁷

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

14 **TRUANCY**

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

18 **K-8**

19 Principals may accept a parent note for a maximum of two (2) days per nine (9) weeks. Based on
20 history and information provided, the principal will determine whether the absence is classified
21 excused or unexcused. All other absences must be prearranged with the principal or
22 accompanied by a physician's statement or other documentation such as an obituary to be
23 classified excused. Notes must be presented to the office the day the student returns to school.
24 Without a note, the student's absence will be classified unexcused.

25 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted
26 present.

27 **9 – 12**

28 Absences prearranged with the principal, death in the immediate family accompanied by an
29 obituary, or illness accompanied by a physician's statement will be classified as excused
30 absences. Documentation must be presented to the office the day the student returns to school.
31 Without documentation, the student absence will be classified unexcused.

32 Students shall be present at least fifty percent (50%) of each class period in order to be counted present
33 for each class period.

1 *General*

2 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
3 attendance at school is required. Students may attend part-time days, alternating days, or for a specific
4 amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered
5 present for school attendance purposes.⁸ If a student is required to participate in a remedial instruction
6 program outside of the regular school day where there is no cost to the parent(s) and the school system
7 provides transportation, unexcused absences from these programs shall be reported in the same manner.⁹

8 Students who are absent five (5) days without adequate excuse shall be reported to the director of
9 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
10 absence. If a parent does not provide documentation within adequate time excusing those absences, or
11 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
12 intervention plan described below prior to referral to juvenile court.

13 The director of schools/designee shall develop appropriate administrative procedures to implement this
14 policy.

15 *Progressive Truancy Intervention Plan*¹⁰

16 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
17 implemented. Students with three (3) unexcused or five (5) total absences shall be subject to the
18 progressive truancy intervention framework outlined below.

19 **Tier I**

20 Tier I of the progressive truancy intervention plan shall include the following:

- 21 1. A conference with the student and the student's parent/guardian;
22
23 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and
24 an attendance supervisor or designee. The contract shall include:
25
26 a. A specific description of the school's attendance expectations for the student;
27 b. The period for which the contract is effective.; and
28 c. Penalties for additional absences and alleged school offenses, including additional
29 disciplinary action and potential referral to juvenile court; and
30
31 3. Regularly scheduled follow-up meetings to discuss the student's progress.

32 **Tier II**

33 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
34 the student will be subject to Tier II.

35 Under this tier, a principal or designee shall conduct an individualized assessment detailing the reasons
36 a student has been absent from school. The principal or designee may refer the student to counseling,
37 community-based services, or other services to address the student's attendance problems.

1 Tier III

2 The student who has failed to improve attendance and has accumulated ten (10) unexcused or fifteen
3 (15) total absences shall be referred to the school system truancy board. The system truancy board will
4 assign additional intervention steps. Finalized plans shall be approved by the Director of
5 Schools/designee.

6 Failure to improve attendance after these steps or failure to adhere to the steps prescribed by the truancy
7 board will result in referral to juvenile court.

8 NON-SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITY¹¹

9 A principal or designee may excuse a student to participate in non-school-sponsored extracurricular
10 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
11 absences each school year. No later than seven (7) business days prior to the student's absence, the
12 student shall provide documentation to the school as proof of the student's participation along with a
13 written request for the excused absence from the student's parent or custodian. The request must include
14 the following:

- 15 1. Student's name and personal identification number;
- 16 2. Student's grade;
- 17 3. The dates of the student's absence;
- 18 4. The reason for the student's absence; and
- 19 5. The signatures of the student and parent or custodian.

20 RELEASED TIME COURSE¹²

21 A principal or designee may excuse a student to attend a course in religious moral instruction for up to
22 one (1) class period each school week. Students shall not be excused during any class which requires
23 an examination for state or federal accountability purposes.

24 The student must submit a written consent form signed by the student's parent or legal guardian prior
25 to the student's participation in the released time course. The principal or designee shall document the
26 approval in writing. The student shall provide documentation to the principal or designee as proof of
27 the student's participation in the released time course.

28 The district shall not be responsible for transporting students to and from the place of instruction.

29 MILITARY SERVICE OF PARENT/GUARDIAN

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

32 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
33 parent/guardian during a deployment cycle. The student shall provide documentation to the school as

1 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
2 missed during these absences.¹³

3 **TARDINESS**

4 A student who comes to class late (after the late bell) or leaves early (prior to the dismissal bell) will
5 be considered tardy. Three unexcused tardies in a nine weeks will be considered an unexcused
6 absence.

7 The same rules for classifying absences excused or unexcused will apply to tardiness.

8 **MAKE-UP WORK**

9 Covered under Homework - 4.600 Exhibit C - Procedures Manual.

10 **STATE-MANDATED ASSESSMENT**

11 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
12 must have been given an excused release by the principal prior to testing to receive an excused
13 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
14 students will receive an incomplete in the course until they have taken the EOC exam.

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

17 Students in grades 3-8 who take the TCAP must have the scores count as 15% of the second semester
18 average in the appropriate classes. For elementary students who are absent and unable to make up the
19 TCAP, an excused will be exempted for this score and an unexcused absence will count as a zero.

20 **CREDIT/PROMOTION DENIAL**

21 Credit/promotion denial determinations may include student attendance, however, student attendance
22 may not be the sole criterion.¹⁴ If attendance is a factor, prior to credit/promotion denial, the following
23 shall occur:

- 24 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion
25 denial due to excessive absenteeism.
- 26
- 27 2. Procedures in due process are available to the student when credit or promotion is denied.

28 Students who are under eighteen (18) years of age must be enrolled and passing two (2) classes in
29 order to obtain a Certification of Compulsory Attendance Form.

30 **DRIVER'S LICENSE REVOCATION**²

31 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
32 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 **ATTENDANCE HEARING¹⁵**

4 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
5 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
6 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or
7 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The
8 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if
9 the student has met attendance requirements that will allow him/her to pass the course or be promoted.
10 Upon notification of the attendance committee decision, the principal shall send written notification to
11 the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
12 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
13 appeal such action within two (2) school days to the director of schools/designee.

14 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

15 Within five (5) school days of the director of schools/designee rendering a decision, the student's
16 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
17 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
18 The action of the board shall be final.

19 The director of schools/designee shall ensure that this policy is posted in each school building and
20 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2017, Chapter No. 379
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2017, Chapter No. 379
11. TCA 49-6-3022
12. TCA 49-2-130
13. TCA 49-6-3019
14. TCA 49-2-203(b)(7)
15. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Student Records 6.600

Procedure References

High School Attendance 6.200 Exhibit A
K-8th Grade Attendance 6.200 Exhibit B
School Attendance Review Meeting Report 6.200 Exhibit C
Truancy Board Attendance Contract 6.200 Exhibit D
Permission to Participate in Released Time Course in Religious Moral Instruction 6.200 Exhibit E