

# Kingsport City Schools

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="margin: 0;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>01/03/17</b>
		Rescinds: <b>6.200</b>	Issued: <b>02/03/11</b>

- 1 The Board of Education directs the principals at each school division (high school, middle school and elementary
- 2 school) to implement procedures to record, evaluate, excuse and report to the parent/guardian a child's absence
- 3 from school. No procedure shall be implemented without the approval of the Superintendent of Schools and
- 4 the Attendance Supervisor. Principals shall review procedures and revise as needed.
  
- 5 Copies of approved procedures shall be filed in the offices of the Superintendent, Attendance Supervisor and each
- 6 principal. A copy of the procedures shall be distributed to all students at the beginning of each school year.
  
- 7 This policy and the related procedures in no way supersede state or federal laws relative to school attendance.
- 8 Student attendance records shall receive the same level of confidentiality as other student records. Only authorized
- 9 school officials with legitimate educational purposes may have access to student attendance information without
- 10 the consent of the parent/guardian (or adult student).
  
- 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;<sup>1</sup>
  - 18 6. College visits;
  - 19 7. Pregnancy;
  - 20 8. School sponsored or school endorsed activities;<sup>2</sup>
  - 21 9. Summons, subpoena, or court order; or
  - 22 10. Circumstances which in the judgment of the principal create emergencies over which the student
  - 23 has no control.

---

#### Legal References

1. TRR/MS 0520-01-03-.03(16); TCA 49-6-2904(b)(5)
2. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education