

# Hardin County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>K-12 Attendance</b>	Descriptor Code: <b>6.2002</b>	Issued Date: <b>12/10/18</b>
		Rescinds: <b>6.2002</b>	Issued: <b>11/12/18</b>

## 1 **EXCUSED ABSENCE**

2 In order to excuse an absence from school, the parent or legal guardian must do one of the following:

- 3 • Call the school on the day of the absence or send a hand written note to report a  
4 student's absence and why. This will be accepted three (3) times each semester.
- 5 • Provide a written statement from a doctor reporting sickness or treatment.
- 6 • Talk to a school official concerning student's illness, or provide documentation of a  
7 death or serious illness in the immediate family.

8 Documentation of absences must be turned in to the school office within three (3) school days. The  
9 first day the student returns to school after the absence will be considered day one (1). It is the parent  
10 and/or student's responsibility to check on absences and to be sure faxed excuses from doctors are  
11 received by the school.

12 Any absence accompanied by a valid doctor's excuse will be excused. Questionable excuses will be  
13 checked for validity.

## 14 **CATEGORIES OF EXCUSED ABSENCES (HCB policy 6.200):**

- 15 1. Personal illness;
- 16 2. Illness of immediate family member;
- 17 3. Death in the family;
- 18 4. Extreme weather conditions;
- 19 5. Religious observances;<sup>1</sup>
- 20 6. Pregnancy;
- 21 7. School endorsed activities (maximum ten per year);
- 22 8. Summons, subpoena, or court order unless related to the student's criminal or  
23 delinquent act;

1           9.       Circumstances which in the judgment of the principal create emergencies over which  
2                   the student has no control; or

3           10.       Head lice (2 days maximum, including the day student is sent home, each episode as  
4                   stated in policy 6.4031). This will be monitored by the school nurse and/or the  
5                   principal.

6   Family vacations will be counted as unexcused absences unless it is pre-approved by the principal.

7   If a student receives as many as ten (10) excused absences in a semester, the principal will review the  
8   case. If the circumstances of the absences are well known and clearly documented, no action is  
9   required. If this is not the case, however, a letter will be sent to the parent or legal guardian to inform  
10   them of the attendance record, ask them to do everything possible to improve the attendance of the  
11   student, and invite them to contact the principal if they have questions relative to the matter. If  
12   necessary the parent or legal guardian will have a meeting with the principal and attendance  
13   supervisor.

#### 14   **UNEXCUSED ABSENCE (ABSENCES WITHOUT ADEQUATE EXCUSE)**

15           1.       Parents or legal guardians must be given written notice each time a student misses five (5)  
16                   unexcused days (this means an aggregate of five (5) days during the school year and not  
17                   necessarily five (5) consecutive days). Additional notices must be sent after each  
18                   successive accumulation of five (5) unexcused absences.<sup>2</sup>  
19

20           2.       When a student accumulates three (3) unexcused absences, a letter will be sent to the parent  
21                   or legal guardian telling them of the unexcused absences.  
22

23           3.       When a regular education student accumulates five (5) unexcused absences, a Truancy  
24                   Hearing will be conducted by the Attendance Supervisor or his/her designee at the student's  
25                   school. If the parent or legal guardian fails to attend this meeting, the student will be  
26                   reported to the Juvenile Court for truancy.  
27

28           4.       If a student participates in the Special Education Program, a Manifestation of Disability  
29                   (M.O.D.) meeting will be arranged after five (5) unexcused absences in order to determine  
30                   why the student has the unexcused absences.  
31

32           5.       If after five (5) unexcused absences, a student continues to accumulate unexcused absences,  
33                   the attendance supervisor will turn the matter over to the Juvenile Court.

#### 34   **TARDIES AND EARLY CHECKOUT**

35   *Kindergarten-5 and Pickwick Southside 6-8*

36   Students arriving at school after 8:00 must check in through the school office. Students leaving school  
37   before the official end of the school day must always be checked out through the school office.

38   Students leaving school early may only be checked out by an authorized parent or guardian.

1 *Categories for Excused Tardies or Early Checkouts:*

- 2           1.     Personal or immediate family illness;
- 3           2.     Head lice (on the day student is sent home, this will count as the first day of two (2)
- 4                 days allowed to miss for this reason);
- 5           3.     Death in a family;
- 6           4.     Court summons;
- 7           5.     Weather extremes;
- 8           6.     Family emergencies (approved by the principal); or
- 9           7.     Other reasons deemed by the parent or legal guardian to be of sufficient importance to
- 10                 justify the tardy or early checkout (must be approved by the principal).

11 Car trouble is not considered an excused tardy or early checkout.

12 Students NOT properly checked IN or OUT through the school office by the parent or legal guardian

13 will be counted UNEXCUSED.

14 **UNEXCUSED TARDIES OR EARLY CHECKOUTS (NO ADEQUATE EXCUSE)**

15 Two of any combination of unexcused tardies or early checkouts will count as one unexcused absence

16 and be considered along with other unexcused absences in determining the need for truancy action.

17 **HARDIN COUNTY MIDDLE SCHOOL 6-8**

18 **HARDIN COUNTY HIGH SCHOOL 9-12**

19 Tardy and early checkout procedures will be determined by each school.

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Legal References

1. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
2. TCA 49-6-3007

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Cross References

Recognition of Religious Beliefs 4.803  
Attendance 6.200  
Student Records 6.600

