

Elizabethton City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 10/23/18
		Rescinds: 6.200	Issued: 04/17/18

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 day school is in session. The Director of Schools/designee shall develop appropriate administrative
3 procedures to implement this policy.

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

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new or
10 reinstatement of driver's permit or license; and
11
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license
13 withdraws from school.²

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

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

- 19 1. Personal illness/injury;
- 20
- 21 2. Illness of immediate family member;
- 22
- 23 3. Death in the family;
- 24
- 25 4. Extreme weather conditions;
- 26
- 27 5. Religious observances;⁵
- 28
- 29 6. Pregnancy;
- 30

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

7 The principal shall be responsible for ensuring that:⁶

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

15 **TRUANCY**

16 *General*

17 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted
18 present. Students receiving special education services may attend part-time days, alternating days, or for
19 a specific amount of time as indicated in their Individualized Education Plan.

20 If a student is required to participate in a remedial instruction program outside of the regular school day
21 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences
22 from these programs shall be reported in the same manner.⁷

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. The director of schools/ designee shall also comply with state law regarding the reporting of
26 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences,
27 then he/she is subject to referral to juvenile court.

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

30 *Progressive Truancy Intervention Plan*⁸

31 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
32 framework outlined below.

1 **Tier I**

2 **TIER IA** – Prevention - Includes all students in the school:

- 3 • Recognize Good and Improved Attendance by way of recognition, rewards, and
4 celebrations
5 • Engaging students and parents in learning opportunities and with a welcoming
6 environment
7 • Monitoring daily attendance and analyzing data
8 • School Attendance Team in place that meets regularly to review attendance data and
9 coordinate efforts to reduce Chronic Absenteeism

10 **TIER IB** – Provided for students who accumulate at least 3 unexcused absences and up to 9 unexcused
11 absences:

- 12 • 3 Unexcused Days Letter (as courtesy)
13 • At-Risk Cohort Meeting with guidance counselor or school administrator
14 • Conference to include Parent/guardian and student
15 • Attendance Contract signed by parent/guardian and student
16 • Reported to Elizabethton City Schools Truancy Board
17 • Each block of 5 Unexcused Absences - Truancy Letter will be generated

18 **Tier II**

19 Provided for students who accumulate at least 10 unexcused absences and up to 14 unexcused
20 absences:

- 21 • Truancy Letter generated
22 • Possible Department of Children Services (DCS) Referral
23 • At-Risk Cohort Meeting with guidance counselor or school administrator
24 • Individual Assessment by guidance counselor or school administrator
25 • New Attendance Contract signed parent/guardian and student
26 • Scheduled to report in front of Elizabethton City Schools Truancy Board

27 **Tier III**

28 Provided for students who accumulate 15 unexcused absences and up to 19 unexcused absences:

- 29 • Scheduled to report back in front of Elizabethton City Schools Truancy Board
30 • At-Risk Cohort Meeting with guidance counselor or school administrator
31 • Individual Assessment by guidance counselor or school administrator
32

1 A Juvenile Court referral will be made when our three-tiered system has been exhausted and
2 improvement has not been documented.

3 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

6 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
7 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
8 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
9 missed during these absences.⁹

10 **MAKE-UP WORK**

11 Students shall be allowed to complete make-up work for excused absences. Parents and students
12 should refer to their child's school handbook for procedures on requesting and completing make-up
13 work.

14 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

15 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
16 excuse or must have been given an excused release by the principal prior to testing to receive an excused
17 absence. Students who have excused absences will be allowed to take a make-up exam that will count
18 the same percentage of their final grade as listed in Board Policy 4.700, *Testing Programs*. Excused
19 students will receive an incomplete in the course until they have taken the End of Course Exam.

20 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
21 be averaged into their final grade at the percentage listed in Board Policy 4.700, *Testing Programs*.

22 **CREDIT/PROMOTION DENIAL**

23 Credit/promotion denial determinations may include student attendance, however, student attendance
24 may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotion denial, the
25 following shall occur:

- 26
- 27 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
28 to excessive absenteeism.
 - 29 2. Procedures in due process are available to the student when credit or promotion is denied.

30 **DRIVER'S LICENSE REVOCATION²**

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.

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

1 ATTENDANCE HEARING¹¹

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

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

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

17 The director of schools/designee shall ensure that this policy is posted in each school building and
 18 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. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. 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