

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>11/02/15</b>
		Rescinds: <b>6.200</b>	Issued: <b>07/07/14</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at  
3 3:00 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: <sup>1</sup>

- 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. <sup>2</sup>

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

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

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

- 1 8. School sponsored or school endorsed activities<sup>7</sup>
- 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: <sup>5</sup>

- 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;
- 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 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
19 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
20 absence.<sup>5</sup> The director of schools/designee shall also comply with state law regarding the reporting of  
21 truant students to the proper authorities. <sup>5</sup> In addition, the principal/designee shall initiate meaningful  
22 communications with the student and parent(s)/guardian(s) in order to determine the underlying  
23 cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and  
24 coordinate additional services designed to improve the student's attendance. <sup>11</sup>

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

29 If a student is required to participate in a remedial instruction program outside of the regular school  
30 day where there is no cost to the parent(s) and the school system provides transportation, unexcused  
31 absences from these programs shall be reported in the same manner. <sup>6</sup>

32 The Board shall determine annually and include in the school calendar a plan for using three (3)  
33 abbreviated school days and the procedures for making up missed instructional days. In addition, the  
34 Board shall determine annually whether to use flexible scheduling for kindergarten students.

35 Tardies and early dismissals are attendance issues, when demonstrated as a pattern could result in the

1 student being referred to Truancy Council.

## 2 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

## 9 **MAKE-UP WORK**

10 All missed class work or tests (whether from excused or unexcused absence) may be made up provided  
11 the student makes the request immediately upon returning to school and provided instruction time is  
12 not taken from other students.

13 A grade of incomplete will be received for any work missed until the work is completed. A student  
14 may have up to three (3) days to make up work from a single absence and up to five (5) days to make  
15 up work from an absence longer than a single day. It is the student's responsibility to make  
16 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be  
17 recorded for the assignments.

18 For school-sponsored activities, the student will be required to make up all work missed and will  
19 receive full credit for the assignment or upon completion of a test. The student will not be counted  
20 absent for a school sponsored event (school planned, school-directed, and teacher supervised).

## 21 **STATE-MANDATED TESTS/END OF COURSE EXAMS**<sup>9</sup>

22 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's  
23 excuse or must have been given an excused release by the principal prior to testing to receive an  
24 excused absence. Students who have excused absences will be allowed to take a make-up exam that  
25 will count as 15% of their grade. Excused students will receive an incomplete in the course until they  
26 have taken the End of Course Exam.

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

## 29 **CREDIT/PROMOTION DENIAL**

30 Credit/promotion denial determinations may include student attendance, however, student attendance  
31 may not be the sole criterion.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
32 following shall occur:

33

34 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
35 to excessive absenteeism.

1           2. Procedures in due process are available to the student when credit or promotion is denied.

2   **DRIVER'S LICENSE REVOCATION**<sup>2</sup>

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

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

8   **ATTENDANCE HEARING**<sup>11</sup>

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

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

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

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

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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

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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