

# Lawrence County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="margin: 0;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>09/15/16</b>
		Rescinds: <b>6.200</b>	Issued: <b>05/17/07</b>

1 Attendance is a key factor in students’ achievement and therefore, students are expected to be present each day  
 2 school is in session.

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

- 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. Developing procedures that will assist the system in assisting in the state of Tennessee’s
- 9 “Overcoming Chronic Absenteeism” initiative
- 10 5. Providing documentation of enrollment status upon request for students applying for new or
- 11 reinstatement of driver’s permit or license; and
- 12 6. 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. Only  
 15 authorized school officials with legitimate educational purposes may have access to student information without  
 16 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 or his/her 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;
- 26 8. School sponsored or school endorsed activities<sup>7</sup>
- 27 9. Summons, subpoena, or court order;
- 28 10. Leaving for or return from deployment to military service by an immediate family member
- 29 11. Circumstances which in the judgment of the principal create emergencies over which the
- 30 student has no control.

1 The principal shall be responsible for ensuring that:<sup>5</sup>

- 2 1. A student handbook containing the attendance procedures are clearly delineated;
- 3 2. Attendance is checked and reported daily for each class;
- 4 3. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 5 the majority of the day;
- 6 4. All student absences are documented;
- 7 5. Written excuses are submitted for absences and tardiness;
- 8 6. System-wide procedures for accounting and reporting are followed.

## 9 **ATTENDANCE OF STUDENTS IN GRADES K-12**

10 Any student with five (5) unexcused absences will be reported to the attendance supervisor by the  
11 school administration.<sup>5</sup> The student and parent/guardian will be immediately scheduled by the attendance  
12 supervisor for a Truancy Hearing. If the unexcused absences are not reconciled in the Truancy Hearing, the  
13 student will be immediately petitioned to Juvenile Court for truancy.

14 **Tardies and early checkout accumulate into days absent. Three tardies is considered an absence. Three**  
15 **early checkouts are considered an absence.**

## 16 **STATE-MANDATED TESTS**

17 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or  
18 must have been given an excused release by the principal prior to testing to receive an excused absence.  
19 Students will receive an incomplete in the course until they have taken the End of Course Exam as no credit can  
20 be given for the course until the associated End of Course exam is taken per Tennessee State Board of Education  
21 policy.

## 22 **CREDIT/PROMOTION DENIAL**

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

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

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

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

32 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least

- 1 three (3) full unit subjects or their equivalence at the conclusion of a subsequent grading.

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**Legal References:**

1. TRR/MS 0520-1-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
5. TCA 49-6-3007
6. Public Acts 2006, Chapter No. 552
7. TRR/MS 0520-1-3-.06(2); TCA 49-1-302(2)
8. TCA 49-2-203(b)(7)
9. TRR/MS 0520-1-3-.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 and Religious Beliefs 4.803  
Student Records 6.600  
Gateway and EOC Testing 4.705a  
Homebound Placement 4.206