

# Obion County Board of Education

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| Monitoring:<br><b>Review: Annually, in May</b> | Descriptor Term:<br><br><b>Attendance</b> | Descriptor Code:<br><b>6.200</b> | Issued Date:<br><b>01/09/17</b> |
|  |   | Rescinds:<br><b>6.200</b>        | Issued:<br><b>06/24/16</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.

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. Providing documentation of enrollment status upon request for students applying for new or  
9 reinstatement of driver's permit or license; and
- 10  
11 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
12 withdraws from school.<sup>2</sup>

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

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

- 18 1. Personal illness;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;<sup>4</sup>
- 23 6. College visits;
- 24 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 Schools will accept six (6) parental notes (three (3) per semester) per school year for excused absences  
7 without third (3rd) party confirmation. Once the above applicable limits have been reached, absences  
8 will only be excused if corroborated by a third (3rd) party, i.e., doctor's statement, funeral home  
9 director, court, etc.

10 Acceptable third party documentation shall include:

- 11 1. A funeral home statement in the event of a death of a parent, guardian, grandparent, brother,
- 12 sister, aunt, uncle, niece, nephew, or any member of the immediate household;
- 13 2. A doctor's statement written due to the student's personal illness, hospitalization, or
- 14 appointment;
- 15 3. A doctor's statement verifying the student's need to miss due to the illness or confinement of a
- 16 parent, guardian, or sibling;
- 17 4. Corroboration from a court official due to a court appearance;
- 18 5. A written statement from a church leader in the event of a church trip or religious observance;
- 19 or
- 20 6. Documentation affirming a parent/guardian is being deployed (one day) into active military
- 21 service or returning (one day) from active military service. <sup>5</sup>

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

- 23 1. Attendance is checked and reported daily for each class;
- 24
- 25 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 26 for the majority of the day;
- 27
- 28 3. All student absences are verified;
- 29
- 30 4. Written excuses are submitted for absences and tardiness; and
- 31
- 32 5. System-wide procedures for accounting and reporting are followed.

### 30 **TRUANCY**

31 Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major  
32 portion of any class, study hall or activity during the school day for which the student is scheduled.

33 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
34 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
35 absence.<sup>5</sup> The director of schools/designee shall also comply with state law regarding the reporting of  
36 truant students to the proper authorities.<sup>5</sup> In addition, the principal/designee shall initiate meaningful

1 communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s)  
2 of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate  
3 additional services designed to improve the student's attendance.<sup>11</sup>

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

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

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

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

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

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

#### 21 **MAKE-UP WORK**

22 In an effort to maintain the academic pace established by teachers/students, students will be given an  
23 opportunity to make-up all schoolwork missed due to being absent. Following an absence, the student  
24 and/or parent(s) will have the responsibility of making the initial inquiry about making up missed  
25 schoolwork. The principal/teacher will establish the make-up requirements, and students will be  
26 allowed a reasonable length of time to make-up schoolwork missed. Any schoolwork or tests not made  
27 up during the specified time and according to the specific guidelines will result in a zero (0) for that  
28 work.

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

30 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's  
31 excuse or must have been given an excused release by the principal prior to testing to receive an excused  
32 absence. Students who have excused absences will be allowed to take a make-up exam that will count  
33 as 10% of their grade. Excused students will receive an incomplete in the course until they have taken  
34 the End of Course Exam.

35 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
36 be averaged into their final grade at 10%.

**1 CREDIT/PROMOTION DENIAL**

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

- 5
- 6 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
7 to excessive absenteeism.
- 8 2. Procedures in due process are available to the student when credit or promotion is denied.

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

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

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

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

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

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

26 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
27 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.  
28 Following the review, the board may affirm or overturn the decision of the director of schools/designee.  
29 The action of the board shall be final.

30 The director of schools/designee shall ensure that this policy is posted in each school building and  
31 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(c)
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
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, Customs & Holidays 4.803  
Student Records 6.600