

McNairy County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Attendance | Descriptor Code: 6.200 | Issued Date: 10/12/15 |
| | | Rescinds: 6.200 | Issued: 08/06/14 |

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:¹

- 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 5. Notifying the Department of Safety whenever a student with a driver's permit or license
11 drops out of school.²

12 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
13 designee. Excused absences shall include:

- 14 1. Personal illness;
- 15 2. Illness of immediate family member;
- 16 3. Death in the family;
- 17 4. Extreme weather conditions;
- 18 5. Religious observances;³ or
- 19 6. Circumstances which in the judgment of the principal create emergencies over which the
20 student has no control.

21 The principal shall be responsible for ensuring that:⁴

- 22 1. Attendance is checked and reported daily for each class;
- 23 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
24 for the majority of the day;

- 1 3. All student absences are verified;
- 2 4. Written excuses are submitted for absences and tardiness;
- 3 5. System-wide procedures for accounting and reporting are followed.

4 **PROCEDURES ON ATTENDANCE**

5 Parents may either write a note or call the school to excuse the student from school for a maximum of
6 five (5) school days. If a student is absent, and returns without having had a parent call and/or send a
7 note, the absence will be classified as unexcused.

8 After the five (5) parent notes/call-ins, students **MUST** return to school after an absence with an official
9 doctor's, dentist's, therapist's, or court note excusing the student from school. Any absences not
10 documented by such a note will be classified as unexcused.

11 **Any** late check-in or early check-out unaccompanied by a doctor's, dentist's, therapist's, or court note
12 will be considered an unexcused tardy. Parent notes/calls will not excuse late check ins or early check-
13 outs.

14 Five (5) unexcused tardies will equal one unexcused absence.

15 After a student's fourth unexcused absence, parents will be notified via a phone call by a member of the
16 school staff.

17 After a student's fifth unexcused absence, parents will be notified via a phone call and/or personal visit,
18 and a certified letter from the district truancy officer.

19 Upon the student's sixth unexcused absence, and every one thereafter, the student and his/her parent(s)/
20 guardian(s) will be cited to court.

21 The administration of each school has the right to consider extenuating circumstances in any of the above
22 situations.

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

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

28 Students participating in school-sponsored activities whether on- or off-campus shall not be counted
29 absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed,
30 and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of
31 students shall not be permitted for any reason except for emergencies such as inclement weather or other
32 unavoidable situations, unless instruction time is made up in full.⁵

1 All missed class work or tests (whether from excused or unexcused absence) may be made up if the
2 student makes the request immediately upon returning to school and if class time is not taken from other
3 students.

4 Make-up work must be made up and turned in by the end of the second day after the student returns to
5 school. In case of consecutive days absent, then one day per each day absent may be added to the allowed
6 time for the make-up work to be turned in.

7 **ATTENDANCE HEARING⁹**

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

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

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

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

25 **EXCUSED ABSENCE**

26 A one-day excused absence is provided for students when their parent or custodian is deployed into
27 active military service. A one-day excused absence is also provided for students when the parent or
28 custodian returns from active military service. Students shall be permitted to make up schoolwork
29 missed during the excused absences.⁶

30 **PERMIT/DRIVER'S LICENSE**

31 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
32 at least three (3) full unit subjects or their equivalency at the conclusion of the grading period.²

Legal References

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
4. TCA 49-6-3007
5. Attendance Accounting Procedural Manual
6. Public Acts 2006, Chapter No. 552
7. TCA 10-7-504; 20 U.S.C. § 1232g
8. TCA 49-6-3108
9. TRR/MS 0520-01-02-.17

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