

Hancock County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/06/15
		Rescinds:	Issued:

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 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
- 11 5. Notifying the Department of Safety whenever a student with a driver's permit or license
12 withdraws from school. ²

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. ³

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; ⁴
- 23 6. College visits;
- 24 7. Pregnancy;

- 1 8. School sponsored or school endorsed activities⁷
- 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: ⁵

- 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 major
16 portion of any class, study hall or activity during the school day for which the student is scheduled.

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

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

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

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

34

1 MILITARY SERVICE OF PARENT/GUARDIAN

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

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

8 MAKE-UP WORK

9 *[Insert local practices concerning make-up work]*

10 STATE-MANDATED TESTS/END OF COURSE EXAMS⁹

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

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

18 CREDIT/PROMOTION DENIAL

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

- 22
- 23 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
24 to excessive absenteeism.
 - 25 2. Procedures in due process are available to the student when credit or promotion is denied.

26 DRIVER'S LICENSE REVOCATION²

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

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

31 ATTENDANCE HEARING¹¹

32 An attendance committee appointed by the principal will conduct a hearing to determine if any

- 1 extenuating circumstances exist or to determine if the student has met attendance requirements that will
2 allow him/her to pass the course or be promoted. Upon notification of the attendance committee
3 decision, the principal shall send written notification to the director of schools/designee and the
4 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.
5 The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school
6 days to the director of schools/designee.
- 7 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 8 Within five (5) school days of the director of schools/designee rendering a decision, the student's
9 parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the
10 review, the Board may affirm or overturn the decision of the director of schools/designee. The action of
11 the Board shall be final.
- 12 The director of schools/designee shall ensure that this policy is posted in each school building and
13 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TRR/MS 0520-1-3-.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(16); TCA 49-6-2904
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 0520-1-3-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)
11. 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