

# Pickett 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>09/10/15</b>
		Rescinds: <b>6.200</b>	Issued: <b>11/14/06</b>

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: <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 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 unexcused absence for an entire school day, a major portion of the school day  
16 or the major portion of any class, or any activity during the school day for which the student is scheduled.

17 It also includes any after-school help session or disciplinary session which the student has been directed  
18 to attend. Disciplinary actions will be taken in cases of truancy. Any student who has 3 unexcused  
19 absences for a school day or misses more than 3 unexcused absences for any one class period during a  
20 semester, will be referred to a truancy board to formulate a plan to help maintain attendance. This is one  
21 of the steps that will be taken before a student is taken to court. After a student misses four unexcused  
22 days, parents will be contacted by the principal or asst. principal to warn that on the fifth unexcused  
23 absence, the student will be turned over to the attendance supervisor. The attendance supervisor will  
24 take the appropriate action necessary to persuade the student to return to regular attendance. By state  
25 law, unexcused absences of 5 or more days will be referred to juvenile court. Parents or guardians will  
26 be given a written notice each time a student misses 5 unexcused days. After five absences during a  
27 semester (excused or unexcused), the reason for the absence must be a doctor's note, death in the family,  
28 court appearance, or extenuating circumstances.

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

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

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

**1 MAKE-UP WORK**

2 All missed class work or tests (from excused absence) may be made up if the student makes the request  
3 immediately upon returning to school and if class time is not taken from other students. If a student's  
4 absence is unexcused, he/she will be given a zero on the written assignments not turned in and on test  
5 missed. Students who miss class to: sell ads, practice for plays, musicals, etc., make pictures, work on  
6 annuals or school papers, attend athletic events, do club work on sales campaigns, etc., will be required  
7 to make up class work missed. It will be the student's responsibility to make arrangements with the  
8 teacher to make up this work. If the work is not made up, the student will receive a zero on the  
9 assignments not turned in.

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

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 25% of their 2<sup>nd</sup> semester average. Excused students will receive an incomplete in the course until  
15 they have 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 25% of their 2<sup>nd</sup> semester average.

**18 CREDIT/PROMOTION DENIAL**

19 Credit/promotion denial determinations may include student attendance, however, student attendance  
20 may not be the sole criterion.<sup>10</sup> 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 REVOCATION<sup>2</sup>**

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 four (4) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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

32 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
33 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
34 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual  
35 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee  
36 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student

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