

Scott County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/10/14
		Rescinds: 6.200	Issued: 08/08/13

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
- 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.
14 Only authorized school officials with legitimate educational purposes may have access to student
15 information 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
16 major portion of any class, study hall or activity during the school day for which the student is
17 scheduled.

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

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

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

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

35

1 **MILITARY SERVICE OF PARENT/GUARDIAN**

2 School principals shall provide students with a one-day excused absence prior to the deployment of
3 and 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
6 as 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 All work during any absence should be made up. The responsibility for arranging any make up work
10 following an absence is the responsibility of the student. Arrangements for make up work must be
11 made on the first day after returning to school. The number of days allowed for make up work will be
12 determined by the teacher; however, it will be no less than the number of days which the student
13 missed.

14 A grade not made up will be replaced with a zero for the purposes of averaging grades. Teachers may
15 give a grade of incomplete if they feel a student is unable to complete the work due to circumstances
16 beyond the student's control. It is the student's responsibility to make arrangements with the teacher to
17 complete the work prior to the end of the following grading period, or the incomplete will be changed
18 to reflect a failing grade. The teacher will present, in writing, the new grade to the secretary who will
19 post it on the student's record.

20 **STATE-MANDATED TESTS/END OF COURSE EXAMS**⁹

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

26 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
27 be averaged into their final grade at 0%.

28 **CREDIT/PROMOTION DENIAL**

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

- 32
- 33 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
34 to excessive absenteeism.
 - 35 2. Procedures in due process are available to the student when credit or promotion is denied.

36

1 **DRIVER'S LICENSE REVOCATION**²

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

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

7 **ATTENDANCE HEARING**¹¹

8 An attendance committee appointed by the principal will conduct a hearing to determine if any
9 extenuating circumstances exist or to determine if the student has met attendance requirements that
10 will allow him/her to pass the course or be promoted. Upon notification of the attendance committee
11 decision, the principal shall send written notification to the director of schools/designee and the
12 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.
13 The notification shall advise parents/guardian(s) of their right to appeal such action within two (2)
14 school days to the director of schools/designee.

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

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

20 The director of schools/designee shall ensure that this policy is posted in each school building and
21 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