

OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: ATTENDANCE	Descriptor Code: 6.200 Rescinds: III-15	Issued Date Issued: 05/22/02
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1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 day school is in session. When children miss class or are late, it causes a disruption to the classroom
3 instruction. These disruptions lead to less instruction time which leads to lower test scores.
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5 The Director of Pupil Services shall oversee the entire attendance program which shall include:¹
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- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school;
- 11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license; and
- 13 5. Notifying the Department of Safety whenever a student with driver's permit or license
14 withdraws from school.²

15 The principal shall be responsible for ensuring that;³
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- 17 1. Attendance is checked and reported daily for each class;
- 18 2. Daily absence sheets contain sign in/sign out sheets and indicate students present or absent
19 for the majority of the day;
- 20 3. All student absences are verified;
- 21 4. Written excuses are submitted for absences and tardiness;
- 22 5. System-wide procedures for accounting and reporting are followed.

23 TRUANCY

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25 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major
26 portion of any class, study hall or activity during the school day for which the student is scheduled.
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28 Students who are absent five (5) days without adequate excuse will be reported to the superintendent of
29 schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's
30 absence.³

31 The attendance policy for the Oak Ridge Schools shall follow the rules and guidelines for reporting attendance
32 and truancy as outlined in TCA 49-6-3007. Specifications regarding excusal for absences and tardies will be
33 referenced in the administrative guidelines for the district.
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35 Any absence that does not meet the criteria outlined in the administrative guidelines will be considered
36 unexcused. This criteria will also apply to tardies and early dismissals.
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38 Legal References:

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40 1. TRR/MS 0520-1-3-.08(1)(a);TCA 49-6-3006
- 41 2. TCA 49-6-3017
- 42 3. TCA 49-6-3007
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