

OAK RIDGE BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: ATTENDANCE	Descriptor Code: 6.200	Issued Date
		Rescinds: III-15	Issued: 05/22/02

1 Attendance is a key factor in student achievement; therefore, students are expected to be present each day
2 school is in session. When children miss class or are late, it causes a disruption to the classroom instruction.
3 These disruptions lead to less instruction time.

4 The Director of Pupil Services shall oversee the entire attendance program which shall include:¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new or
10 reinstatement of driver's permit or license; and
- 11 5. Notifying the Department of Safety whenever a student with driver's permit or license
12 withdraws from school.²

13
14 The principal shall be responsible for ensuring that;³

- 15 1. Attendance is checked at all schools and reported daily.
- 16 2. Daily absence sheets contain sign in/sign out sheets and indicate students present or absent
17 for the majority of the day;
- 18 3. All student absences are verified;
- 19 4. Written excuses are submitted for absences and tardiness;
- 20 5. System-wide procedures for accounting and reporting are followed.

21 22 **TRUANCY**

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

26
27 Students who are absent five (5) days without adequate excuse will be reported to the superintendent of
28 schools or his/her designee who will, in turn, provide written notice to the parents/guardians of the student's
29 absence.³

30
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.

34 Any absence that does not meet the criteria outlined in the administrative guidelines will be considered
35 unexcused. These criteria will also apply to tardies and early dismissals.

36 37 **Legal References:**

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