

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 and therefore, students are expected to be
2 present each day school is in session. When children miss class or are late, it causes a disruption
3 to the classroom instruction. These disruptions lead to less instruction time which leads to lower test
4 scores.

5
6 The Director of Pupil Services shall oversee the entire attendance program which shall include:¹

- 7
- 8 1. All accounting and reporting procedures and their dissemination;
- 9 2. Alternative program options for students who severely fail to meet minimum
10 attendance requirements;
- 11 3. Ensuring that all school age children attend school;
- 12 4. Providing documentation of enrollment status upon request for students applying for
13 new or reinstatement of driver's permit or license; and
- 14 5. Notifying the Department of Safety whenever a student with driver's permit or license
15 withdraws from school.²
- 16

17 The principal shall be responsible for ensuring that;⁵

- 18
- 19 1. Attendance is checked and reported daily for each class;
- 20 2. Daily absence sheets contain sign in/sign out sheets and indicate students present
21 or absent for the majority of the day;
- 22 3. All student absences are verified;
- 23 4. Written excuses are submitted for absences and tardiness;
- 24 5. System-wide procedures for accounting and reporting are followed.
- 25

26 Absences shall be classified as either excused or unexcused as determined by the principal or
27 his/her designee. Absences will only be excused for the following reasons:

- 28
- 29 1. Personal illness ONLY FIVE DAYS DUE TO
 - 30 a. ~~Only five~~ parental notes will be accepted for illness.
 - 31 b. After five (5) illness related absences have been excused by parental notes,
32 any future illness related absences must have a doctor's note stating that the
33 absence is medically necessary to be excused.
 - 34 c. These notes must be turned into the school within three (3) school days of
35 the child returning to school.
- 36 2. Death in the family
- 37 3. Religious observations
- 38 4. Extreme weather conditions
- 39 5. Court appearance or legal mandates
- 40 6. Verifiable family emergency
- 41 7. School sponsored events
- 42

43 Any absence that does not fit any of the criteria listed above will be considered unexcused. For
44 example, family vacations planned during the school year do not fall in what would be considered
45 excused. The criteria listed above will also apply to tardies and early dismissals.

1 **TRUANCY**

2
3 Truancy is defined as an absence for an entire school day, a major portion of the school day or the
4 major portion of any class, study hall or activity during the school day for which the student is
5 scheduled.

6
7 Students who are absent five (5) days without adequate excuse will be reported to the
8 superintendent of schools or his/her designee who will, in turn, provide written notice to the
9 parents/guardians of the student's absence.⁵

10
11 Upon the 6th unexcused absence, a referral ~~will~~^{MAY} be made to the Anderson County Juvenile Court's
12 Campus Court.

13
14 Upon the next unexcused absence past the action of Campus Court or the 10th unexcused
15 absence, whichever comes first, a formal complaint will be filed against the child's parent with local
16 law enforcement and/or against the child in Juvenile Court as well as referral to the Tennessee
17 Department of Children's Services.

18
19 Upon the next unexcused absence past the action of Campus Court or 15 absences, whichever
20 comes first, the school shall file a formal complaint against the child's parents with local law
21 enforcement and/or a petition against the child in Juvenile Court. These matters shall be handled
22 by the Juvenile Court Judge.

23
24 The legal consequences issued by the Court for unlawful absences can range from zero to the child
25 being placed in the custody of the Tennessee Department of Children's Services with the parents
26 paying child support to the State. The parents can also be fined up to \$50.00 per day, given
27 community service, or be ordered to serve time in the county jail.

28
29 Students participating in school-sponsored activities whether on or off campus shall not be counted
30 absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-
31 directed, and teacher-supervised or approved by the superintendent.⁶

32
33 **MAKE-UP WORK**

34
35 Make-up work for excused absences must be requested by the student or parent no later than three
36 (3) days after returning to school.

37
38 **STATE-MANDATED TESTS/GATEWAY EXAMS⁷**

39
40 Students who are absent the day of the scheduled Gateway Tests must present a signed doctor's
41 excuse or must have been given an excused release by the principal prior to testing to receive an
42 excused absence. Students who have excused absences will be allowed to take a make-up exam
43 developed by the teacher that will count as 15% of their grade. (This does not satisfy Gateway
44 requirements.) [or] Excused students will receive an incomplete in the course until they have taken
45 the Gateway test.

46
47 Students who have an unexcused absence shall receive a failing grade on the course exam which
48 shall be averaged into their final grade at 15%.

1 All students who miss a scheduled Gateway Test must take the test at the next administration in
2 order to meet their Gateway diploma requirements.

3
4 **CREDIT/PROMOTION DENIAL**

5
6 Credit/promotion denial determinations may include student attendance, however student
7 attendance may not be the sole criterion. However, if attendance is a factor, prior to
8 credit/promotion denial, the following shall occur:
9

- 10 1. Parents and students shall be advised if a student is in danger of credit/promotion
11 denial due to excessive absenteeism.
12
13 2. Procedures in due process are available to the student when credit or promotion is
14 denied.
15

16 **DRIVER'S LICENSE REVOCATION²**

17
18 More than ten (10) consecutive or fifteen (15) reported absences (excused or unexcused) by a
19 student during any semester renders a student ineligible to retain a driver's permit or license, or to
20 obtain such if of age.
21

22 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade
23 in at least three (3) full units subjects or their equivalency at the conclusion of a subsequent grading
24 period.
25

26 **ATTENDANCE HEARING**

27
28 An attendance committee appointed by the principal will conduct a hearing to determine if any
29 extenuating circumstances exist or to verify that the student has met attendance requirements that
30 will allow him/her to pass the course or be promoted.
31

32 The principal shall be responsible for notifying, in writing, the superintendent of schools or designee
33 and the parents of the student of any action taken by the school.
34

35 Any administrative decision regarding attendance may be appealed initially to the superintendent of
36 schools or designee and ultimately to the Board of Education. The appeal shall be made in writing
37 within five (5) days following the action or the report of the action, whichever is later.
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39 Student attendance records shall be given the same level of confidentiality as other student
40 records. Only authorized school officials with legitimate educational purposes may have access to
41 student information without the consent of the student or parent/guardian.³
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44

45 **Legal References:**

- 46
47 1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017 READ ALL OF 49-6-3000 ...
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
48 5. TCA 49-6-3007
49 6. Attendance Accounting Procedural Manual
50 Minimum Standards Guidelines, State Department of Education
51 7. TRR/MS 0520-1-30.06(2)
52