

Board Approved 5/18/00 Board Revised 6/20/02 Board Revised 7/17/03 Board Revised 5/18/06 Board Revised 12/14/06 Board Revised 5/15/08 Board Revised 11/19/09	ROANE COUNTY BOARD OF EDUCATION	
	Attendance	Policy # 3.02
		Date Passed November 19, 2009

1 **3.02 - ATTENDANCE**

2
3 The Roane County Board of Education recognizes that absenteeism is a hindrance to the
4 efficient education of students. Realizing that punctuality and regularity of attendance is
5 necessary for progress of a student at school, as well as important life skills, the Board has
6 adopted the following attendance policy. The parents, guardians or other persons having
7 charge and control of the child are held responsible for the child’s school attendance.

8
9 All children between the ages of six (6) and seventeen (17), both inclusive, are required to
10 attend school. No student can withdraw from school until their eighteenth (18) birthday.¹

11
12 **DRIVERS LICENSE REVOCATION**

13
14 For any student enrolled in a course leading to a general educational development certificate
15 (GED), ten (10) consecutive or fifteen (15) total unexcused absences during any semester
16 renders a student ineligible to retain a driver’s permit or license, or to obtain such if under the
17 age of eighteen (18) years.²

18
19 **ABSENCES**

20
21 Absences shall be classified as either excused or unexcused as determined by the principal or
22 his/her designee. Excused absences shall include:

- 23
24 1. Personal illness – A physician’s statement or a parent conference will be required
25 after the sixth (6th) day of absence. A physician’s statement may be required at any
26 time should the principal or teacher deem it necessary;
27 2. Illness of immediate family member which requires the temporary help of a student
28 – A physician’s statement is required;
29 3. Death in the family – Family includes parent, step-parent, guardian, grandparent,
30 sibling, aunt or uncle;
31 4. Absence approved by principal in advance;
32 5. Recognized religious observances – Parent/guardian must apply in writing to the
33 principal a minimum of five (5) days prior to a religious observance for which a
34 student needs to be excused. Such applications must include a written statement
35 from the particular church, synagogue, or mosque. Statements must include the
36 student’s name, inclusive dates that the student will be absent and a statement
37 affirming that the observance is one that occurs annually on a regular date; and
38 6. Circumstances which, in the judgment of the principal, create emergencies over
39 which the student has no control. – court appearances, etc.

40
41 The principal shall be responsible for ensuring that:
42

- 43 1. Attendance is checked and reported daily for each class;
44 2. Daily absentee sheets contain sign in/out sheets and indicate students present or
45 absent for a majority of the day;
46 3. An absence is determined excused or unexcused; and notification to the parents
47 after a student has been absent five (5) days during a nine (9) week grading period
48 unless notified as to the reason a student is absent;
49 4. Written excuses are submitted for absences and tardiness before school begins;
50 and
51 5. State/System-wide procedures for accounting and reporting of attendance are being
52 followed.

53

54 **PARENT REQUEST DAYS**

55

56 Parents or guardians may request principal approval for student absence for such reasons as
57 travel, cultural experiences, or college visits, etc. up to two (2) days each year. Such
58 absences, if approved by the principal, shall be excused and the student shall be allowed to
59 make up missed work. The absences shall count in the total number of excused absences for
60 the student.

61

62 Requests shall be presented to the principal in writing at least five (5) days in advance of the
63 expected absence. Principal approval is required. No approval will be given after the
64 absence has occurred and the absence will be unexcused.

65

66 **EXCUSED ABSENCE**

67

68 A one (1) day excused absence is provided for students when their parent or custodian is
69 deployed into active military service. A one (1) day excused absence is also provided for
70 students when the parent or custodian returns from active military service. Students shall be
71 permitted to make up schoolwork missed during the excused absences.³

72

73 **TARDIES**

74

75 All students are expected to be on time for school, classes and other appointments. A student
76 who is tardy three (3) times to school or class shall be assessed one (1) unexcused absence.
77 Additional consequences such as detention or Saturday school may be assigned at the
78 principal's discretion.

79

80 **EARLY DISMISSAL (See Section 3.02a)**

81

82 Students will not be permitted to leave school premises during the school day without request
83 of the parent or guardian. Early dismissal for non-excused reasons will result in an unexcused
84 absence for the time away from school. Three (3) unexcused early dismissals will result in
85 one (1) unexcused absence being assigned. Additional consequences may also be assigned
86 at the principal's discretion.

87

88 **TRUANCY**

89

90 Truancy is defined as an absence for an entire school day, a major portion of the school day
91 or the major portion of any class or activity during the school day for which the student is
92 scheduled.

93

94 **SCHOOL SPONSORED ACTIVITIES**

95
96 Students participating in school-sponsored activities, whether on or off campus, shall not be
97 counted absent. In order to qualify as “school-sponsored,” the activity must be school-
98 planned, school directed and teacher supervised.⁴ Mass exodus or early dismissal or late
99 arrival of all students or any segment of students shall not be permitted for any reason except
100 for emergencies such as inclement weather or other unavoidable situations, unless
101 instructional time is made up in full.

102
103 **EXCUSE NOTES**

104
105 All excuse notes must be signed by the parent(s)/guardian(s). The note should clearly state
106 the name of the student, the reason the student has been absent, and the phone number so
107 that the school official can confirm the excuse with the parent. All excuses must be presented
108 before school starts in the morning. Notes from professionals should clearly state the period of
109 time the student was required to be absent from school and not simply that the student was
110 seen in the office.

111
112 **MAKE-UP WORK**

113
114 The student is excused for the day(s) of the absence, not the material covered in the class.
115 Therefore it is the student’s responsibility to contact the teacher for make-up work. If absence
116 is excused, all missed class work or tests may be made up provided the student makes the
117 request immediately upon returning to each class/classes, and provided class time is not
118 taken from other students. The number of days missed is the number of days the student will
119 be given to complete the make-up work. (For example, a student who misses Monday and
120 Tuesday and returns Wednesday will turn in the work due on Monday and Tuesday at the
121 beginning of class on Friday.) Exceptions to this provision must be approved by the principal
122 in advance.

123
124 **STATE-MANDATED TEST/GATEWAY EXAMS**⁵

125
126 Students who are absent during a regularly scheduled state mandated test such as the
127 Gateway Test (Algebra I, Biology, English 10) or End of Course Tests will receive an
128 “incomplete” in the applicable course until the student has taken the appropriate test at a time
129 designated by the State. All students who miss a scheduled Gateway Test or required End of
130 Course Test must take the test at the next administration in order to meet their Tennessee
131 diploma requirement.

132
133 **ATTENDANCE IMPROVEMENT**

134
135 Students with six (6) or more absences the previous or current semester will be listed on an
136 Attendance Improvement List. Students will remain on the list until they attend a semester
137 without accumulating six (6) absences.

138 Students on the Attendance Improvement List must provide official documentation (doctor,
139 court official, or proof of death in the family) in order to be allowed any additional excused
140 absences. Documentation must be provided within three (3) days of returning to school.

141
142 All absences for students on the Attendance Improvement List will be considered “unexcused”
143 until adequate documentation from a doctor, court official, or proof of death in the family is
144 received.

145 A total of ten (10) unexcused absences accumulated over any two consecutive semesters will
146 result in a petition being filed with the Roane County Juvenile Court. Two consecutive
147 semesters may run between two school years. (Ex. A student who has five (5) unexcused
148 absences during the second semester of the 2005-06 school year and five (5) unexcused
149 absences during the first semester of the 2006-07 school year would be petitioned to Juvenile
150 Court.)

151
152 Parent(s)/guardian(s) will be notified in writing when their student will be required to present
153 documentation for absences.

154
155 Additionally, school personnel shall attempt to notify parents when students are absent
156 without prior permission.

157
158 **EXCESSIVE ABSENCES OF STUDENTS 18 YEARS OF AGE**

159
160 Although these students are no longer compelled to abide by the Compulsory Attendance law,
161 attendance of students who have reached the age of eighteen (18) shall be regular. Poor
162 attendance that is not supported by adequate excuse shall result in the student being brought
163 before the Attendance Hearing/Appeals Board. Any student who refuses to abide by the
164 Board's guidelines shall be dropped from the roll. A request for re-admission must be in
165 writing by the student's parent(s)/guardian(s) and approved by the principal and Director of
166 Schools.

167
168 **ATTENDANCE RECORDS**

169
170 Students' attendance records shall be given the same level of confidentiality as other student
171 records. Only authorized school officials with legitimate educational purposes may have
172 access to student information without the consent of the eligible student or the
173 parent(s)/guardian(s).⁶

174
175 **3.02a - RELEASE DURING SCHOOL HOURS ¹**

176
177 A student who leaves school will be counted absent from the classes missed. Parents are
178 urged to schedule dental and medical or other appointments outside of school hours. Any
179 requests for early non-emergency dismissal must be presented to the principal or his/her
180 designee at the beginning of the school day.

- 181
- 182 1. K-9 students shall be permitted to leave school prior to regular dismissal time only
183 in the company of a parent, legal guardian, school employee, police officer,
184 Department of Human Services social worker or a person designated by the
185 parent(s)/guardian(s).
 - 186 2. High school (10-12) students shall be permitted to leave school only with parent or
187 guardian approval. The parent(s)/guardian(s) must make written request or other
188 arrangements with the principal. The student shall be permitted to leave in the
189 company of a school employee, police officer, Department of Human Services
190 social worker or a person designated by the parent(s)/guardian(s).
 - 191
192 3. Children will be released only upon the request of the parent whom the court holds
193 directly responsible for the child or an individual designated by the legal
194 parent(s)/guardian(s) for release.
- 195

- 196 4. No principal or teacher shall permit a change in the physical custody of a child at
 197 school unless:
 198
 199 (a) The person seeking custody of the child presents the school official with a
 200 certified copy of a valid court order from a Tennessee court designating
 201 the person who has custody of the child; and
 202
 203 (b) The person seeking custody gives the school official reasonable advance
 204 notice of his/her intent to take custody of the child at school.⁷
 205
 206 5. No student will be sent from the school during school hours to perform an errand or
 207 act as a messenger.
 208
 209 6. Non-emergency dismissal
 210
 211 All written requests for non-emergency dismissals for students in grades 10-12
 212 **MUST** be verified by the principal or designee. Requests must be submitted before
 213 school starts. If the parent(s)/guardian(s) cannot be reached at the number provided
 214 on the written note to the school officials to confirm parental permission the student
 215 will be denied permission to check out, unless the parent(s)/guardian(s) has
 216 previously verified this with school officials.
 217
 218 7. Emergency Dismissals
 219
 220 No student will be dismissed until the parent(s)/guardian(s) has given verbal
 221 consent for the student to leave school. The school must be provided with some
 222 means to contact the parent(s)/guardian(s) to confirm consent for release.
 223
 224 8. If the principal determines that a student has abused the non-emergency or
 225 emergency check-out policy, parent(s)/guardian(s) will be required to come to
 226 school to check the student out in the future.
 227

228 **3.02b - INCENTIVE PROGRAMS**

229
 230 In grades K-8, each school is encouraged to develop a positive incentive program.
 231

232 In grades 9-12, a student who has a semester average of 81 or above with parental approval,
 233 will be exempt from the following:
 234

235 0 days absent/semester	All Semester Exams
236 1 day absent/semester	4 semester exam exemptions
237 2 days absent/semester	3 semester exam exemptions
238 3 days absent/semester	2 semester exam exemptions

239
 240 If a student qualifies, he/she may choose to take an exam to raise their grade to be exempt
 241 from the final exam. However, if a student has missed a class more than three (3) times
 242 during the semester, the student will not be exempt from that class test. Test exemptions will
 243 not be affected by absences on final exam days.
 244

245 The exempt student may choose to take semester exams, but if the exam is taken and a low
 246 score is the result, it may be dropped before the semester scores are averaged.

247 Also, in grades 9-12, each school should develop other positive incentive programs for their
248 students.

249

250 **DEFINITIONS:**

251

252 Absent means a student is not in attendance in regularly scheduled classes at the school
253 where he/she attends. Approved school activities do not count as an absence.

254 Present means that a student is in attendance in regularly scheduled classes at the school
255 where he/she attends.

256

257 Tardy means that a student is not in his/her assigned area when school or the class begins.

258

259 Early dismissal means a student leaves a class or school before the end of the regularly
260 scheduled time.

Legal References:

¹ TCA 49-6-3001

² TCA 49-6-3017-3(f)

³ Public Acts 2006, Chapter No. 552

⁴ Att. Accounting Procedural Manual,
Minimum Standards & Guidelines, SDE

⁵ TRR/MS 0520-1-3-.06(2)

⁶ TCA 10-7-504; 20 U.S.C. § 1232g

⁷ TCA 36-6-105