

# Weakley County Board of Education



Monitoring:

Descriptor Term:

**Attendance**

Descriptor Code:

6.200

Date:

11-6-18

1  
2 Attendance is a key factor in student achievement. Therefore, students are expected to be present  
3 each day that school is in session.  
4

5 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>  
6

- 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. Assisting the Board with the enforcement of the compulsory attendance laws of the state;
- 12 5. Providing documentation of enrollment status upon request for students applying for new  
13 or reinstatement of driver's permit or license; and
- 14 6. Notifying the Department of Safety whenever a student with a driver's permit or license  
15 withdraws from school.<sup>2</sup>  
16

17 Student attendance records shall be given the same level of confidentiality as other student  
18 records. Only authorized school officials with legitimate educational purposes may have access  
19 to student information without the consent of the student or parent/guardian.<sup>3</sup>  
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 or injury;
- 25 2. Illness of immediate family member;
- 26 3. Death in the family;
- 27 4. Extreme weather conditions;
- 28 5. Religious observances;<sup>4</sup> or
- 29 6. Circumstances which in the judgment of the principal create emergencies over which the  
30 student has no control.  
31

32 The principal shall be responsible for ensuring that:<sup>5</sup>  
33

- 34 1. Attendance is checked and reported daily for each class;
- 35 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or  
36 absent for the majority of the day;

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Legal References:

<sup>1</sup> TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006

<sup>2</sup> TCA 49-6-3017

<sup>3</sup> TCA 10-7-504; 20 U.S.C. § 1232g

<sup>4</sup> TRR/MS 0520-1-3-.03(15); TCA 49-6-2904

<sup>5</sup> TCA 49-6-3007

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- 1 3. All student absences are verified;
- 2 4. Written excuses are submitted for absences and tardiness;
- 3 5. Systemwide procedures for accounting and reporting are followed.

4

### 5 APPROVED EDUCATIONAL ACTIVITIES

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7 Students participating in out-of-school activities shall be counted as present only when the  
8 activities are school directed, related to an instructional activity, and have prior approval of the  
9 local board of education.<sup>6</sup>

10

11 High school students participating in postsecondary school visits may be counted present under  
12 the following conditions:<sup>7</sup>

- 13 • The student shall only be counted present the day of the postsecondary visit and shall not  
14 be counted present during any travel days.
- 15 • Students may be counted present for postsecondary visits for a maximum of five (5) days  
16 per school year.
- 17 • The student's parent or legal guardian must submit prior notice of the visit, specifying the  
18 date of the postsecondary school visit.
- 19 • The student must submit documentation from a campus official of the postsecondary  
20 institution. Acceptable documentation includes a signed letter or form.
- 21 • Students must complete all school work missed during the postsecondary school visit.
- 22 • Postsecondary visits are not required of any student.
- 23 • Parents or legal guardians are solely responsible for facilitating postsecondary school  
24 visits and for ensuring the safety of the student(s) during the visit.

25

26 A maximum of five (5) days during the school year may be excused for educational activities,  
27 i.e., travel/study trips, participation in academic contests, etc. that are not sponsored by the  
28 school or school district.

29

30 Requests for approval of educational activities exceeding five (5) days must be presented to the  
31 Weakley County Board of Education for consideration and approval as an excused absence.

32

### 33 EXCUSED ABSENCE – MILITARY

34

- 35 a. A one (1) day excused absence is provided for students when their parent or custodian is  
36 deployed into active military service.
- 37 b. A one (1) day excused absence is also provided for students when the parent or custodian  
38 returns from active military service.
- 39 c. Excused absences up to ten (10) days are provided for visitation when the member is  
40 granted rest and recuperation leave and is stationed out of the country.
- 41 d. Excused absences for up to ten (10) days cumulatively within the school year are  
42 provided for visitation during the member's deployment cycle.

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#### Legal References:

<sup>6</sup> *Student Membership and Attendance Procedures Manual*, TN Department of Education

<sup>7</sup> State Board of Education Policy 4.100

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Total excused absences under (c) and (d) shall not exceed a total of ten (10) days within the school year. The student shall provide documentation to the school as proof of the service member's deployment.<sup>8</sup>

### MAKE-UP WORK

- A student with an unexcused absence has no right to make up any school work.
- It is the student's responsibility to arrange for make-up work or tests.
- Homework or tests assigned prior to an absence will be due the day the student returns to school.
- Homework or tests assigned during the student's absence must be completed and turned in by the same number of days of his/her absence, plus one day.
- Homework or tests not made up during the specified amount of time may result in a zero for that work.

### CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>9</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Due process procedures are available to the student when credit or promotion is denied.

### PROGRESSIVE TRUANCY INTERVENTION PLAN<sup>10</sup>

All absences are unexcused until a note explaining the absence is turned into the principal or his/her designee. A student has three (3) days after returning to school to bring a note explaining absences. The principal or his/her designee shall classify each absence as either excused or unexcused in accordance with this policy and/or state law.

The principal shall report promptly to the director of schools and/or attendance supervisor the names of all children who have been absent for three (3) days without adequate excuse. Three (3) days shall mean the aggregate of three (3) days during the school year and not necessarily three (3) consecutive days.

When a student accumulates three (3) unexcused absences, the principal or his/her designee will send a letter to the parent's address on file and the student must return a signed copy of the letter

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Legal Reference:

<sup>8</sup> TCA 49-6-3019

<sup>9</sup> TCA 49-2-203(b)(7)

<sup>10</sup> TCA 49-6-3009

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1 to the principal or his/her designee. If the letter is not returned, the parent will be called by  
2 school personnel.

3 When a student accumulates five (5) unexcused absences, the Weakley County Schools  
4 Progressive Truancy Intervention Plan goes into effect.

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6 Tier 1: When a student accumulates five (5) unexcused absences, the student will be placed at  
7 Tier 1 and Weakley County Schools will take the following actions:

- 8
- 9 1. The Director of Schools will send a certified letter declaring that the student has reached  
10 Tier 1 and requiring the parent contact the school to schedule a meeting to discuss the  
11 student's absences.
  - 12 2. The principal or his/her designee will meet with the parent and student, document the  
13 content of the meeting, and cause a contract concerning attendance to be signed by the  
14 principal, the parent and the student. The contract shall include a schedule of follow-up  
15 meetings which may be held by phone.
  - 16 3. Parents who do not respond or refuse to meet will be referred to DCS for parental  
17 neglect.

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19 Tier 2: If the student does not meet the terms of the contract or accumulates a sixth (6th)  
20 unexcused absence, the student will be placed on Tier 2 and Weakley County Schools will take  
21 the following actions:

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- 23 1. A member of the Attendance Supervisor's staff will inquire to determine the reasons for  
24 absences and hold a meeting (in person or by phone) for discussion. Contract  
25 modifications will be necessary.
  - 26 2. The Attendance Supervisor will notify the Juvenile Office to seek help.
  - 27 3. Parents who do not respond or refuse to meet will be referred to DCS for parental  
28 neglect.

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30 Tier 3: If the student breaks the revised contract by accumulating a seventh (7th) unexcused  
31 absence, the student will be placed on Tier 3 and Weakley County Schools will require the  
32 parent and student to meet with the Weakley County Truancy Board for adjudication.

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34 If the student accumulates an eighth (8th) unexcused absence, the Attendance Supervisor will  
35 charge the parent with Education Neglect of a minor in Weakley County Juvenile Court. The  
36 parent will face possible fines and jail time.