

# Franklin County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>06/09/14</b>
		Rescinds: <b>6.200</b>	Issued: <b>04/08/13</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session.

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

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Ensuring that all school age children attend school;
- 6 3. Providing documentation of enrollment status upon request for students applying for new or  
7 reinstatement of driver's permit or license; and
- 8
- 9 4. Notifying the Department of Safety whenever a student with a driver's permit or license  
10 withdraws from school. <sup>2</sup>

11 Student attendance records shall be given the same level of confidentiality as other student records.  
12 Only authorized school officials with legitimate educational purposes may have access to student  
13 information without the consent of the student or parent/guardian. <sup>3</sup>

14 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
15 Excused absences shall include:

- 16 1. Personal illness;
- 17 2. Illness of immediate family member;
- 18 3. Death in the family;
- 19 4. Extreme weather conditions;
- 20 5. Religious observances; <sup>4</sup>
- 21 6. College visits;
- 22 7. School sponsored or school endorsed activities<sup>7</sup>
- 23 8. Summons, subpoena, or court order; or
- 24
- 25 9. Circumstances which in the judgment of the principal create emergencies over which the

1 student has no control.

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3 Parents/guardians have the right to appeal at the school level any, and all, absences which are deemed  
4 to be coded inappropriately.

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

6 1. Attendance is checked and reported daily for each class;

7

8 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent  
9 for the majority of the day;

10 3. All student absences are verified;

11 4. Written excuses are submitted for absences and tardiness;

12 5. If necessary, verification is required from an official or other source to justify absences; and

13 5. System-wide procedures for accounting and reporting are followed.

14 The Board shall determine annually and include in the school calendar a plan for using three (3)  
15 abbreviated school days and the procedures for making up missed instructional days.

## 16 **TRUANCY**

17 Truancy is defined as an absence for an entire school day, a major portion of the school day or the  
18 major portion of any class, study hall or activity during the school day for which the student is  
19 scheduled.

20 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
21 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
22 absence.<sup>5</sup> In addition, the principal/designee shall initiate meaningful communications with the student  
23 and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences.  
24 The principal/designee shall then develop an attendance plan and coordinate additional services  
25 designed to improve the student's attendance. Parents are expected to help in the implementation of  
26 their child's attendance plan.

27 The director of schools/designee shall comply with state law regarding the reporting of truant students  
28 to the proper authorities.<sup>5</sup>

## 29 **MILITARY SERVICE OF PARENT/GUARDIAN**

30 School principals shall provide students with a one-day excused absence prior to the deployment of  
31 and a one-day excused absence upon the return of a parent or custodian serving active military service.

32 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
33 parent or guardian during a deployment cycle. The student shall provide documentation to the school

1 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
2 missed during the these absences.<sup>8</sup>

### 3 **MAKE-UP WORK**

4 All missed class work or tests (whether from excused or unexcused absence) may be made up provided  
5 the student makes the request immediately upon returning to school and provided class time is not  
6 taken from other students.

### 7 **DRIVER'S LICENSE REVOCATION**<sup>2</sup>

8 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
9 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.  
10 The principal shall be responsible for notifying in writing the director of schools and the parents of the  
11 student of any action taken by the school.

12 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
13 at least three (3) full unit subjects or their equivalency at the conclusion of the semester.

### 14 **STATE-MANDATED TESTS/END OF COURSE EXAMS**<sup>8</sup>

15 Students who are absent the day of the scheduled End of Course Exams will be allowed to take the  
16 required test in the allowed testing window.

17 All students who miss a scheduled End of Course Test must take the test at the next administration in  
18 order to meet the End of Course diploma requirement.

19 The director of schools/designee shall ensure that this policy is posted in each school building and  
20 disseminated to all students, parents, teachers, and administrative staff.

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#### Legal References

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(16); TCA 49-6-2904
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
8. TCA 49-6-3019

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#### Cross References

Extracurricular Activities 4.300  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs 4.803  
Student Records 6.600