

Cumberland County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 12/05/19
		Rescinds: 6.200	Issued: 10/24/19

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:¹

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

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

15 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
16 designee.

17 Excused absences shall include:⁴

- 18 1. Personal illness;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family; funeral notice
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;⁵
- 23 6. College visits;
- 24 7. Pregnancy;
- 25 8. School sponsored or school endorsed activities;
- 26 9. Summons, subpoena, or court order; or
- 27 10. Circumstances which in the judgement of the principal create emergencies over which the
28 student has no control.
- 29 11. Other absences as pre-approved by the principal, based on appropriate documentation at least
30 10 (ten) school days prior to day(s) to be missed. This does not include personal family
31 vacations.

1 12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is
2 excused.

3 13. Driver's license/permit appointments will be excused with proof of appointment.

4 Tardies including early dismissal for any reason other than the previously mentioned excuses will be
5 considered unexcused.

6 The Principal shall be responsible for ensuring that:⁶

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

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

10 3. All student absences are verified;

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

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

13 **TRUANCY**

14 Annually the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
15 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
16 school day in order to be counted present. Students receiving special education services may attend
17 part-time days alternating days, or for a specific amount of time as indicated in their Individualized
18 Education Plan or 504 Plan and shall be considered present for school attendance purposes.

19 Students who are absent five (5) days without adequate excuse shall be reported to the Director of
20 Schools /designee who will, in turn, provide written notice to the parents/guardians of the student's
21 absence. If a parent/guardian does not provide documentation within adequate time excusing those
22 absences, or request an attendance hearing, then the Director of Schools shall implement the
23 progressive truancy intervention plan described below prior to referral to juvenile court. The Director
24 of Schools/designee shall also comply with state law regarding the reporting of truant students to the
25 proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is
26 subject to referral to juvenile court.

27 If a student is required to participate in a remedial instruction program outside of the regular school
28 day where there is no cost to the parent(s) and the school system provides transportation, unexcused
29 absences from these programs shall be reported in the same manner.⁷

30 The Director of Schools/designee shall develop appropriate administrative procedures to implement
31 this policy.

32 **Progressive Truancy Intervention Plan⁸**

33 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
34 framework outlined below:

35 **TIER I**

- 1 1. After three (3) unexcused absences a student and parent will be required to meet with a school
- 2 attendance representative to discuss reasons for student absences.
- 3 2. Set up an attendance contract with student and parents to be signed by all including the
- 4 attendance representative.
- 5 3. Contract must include: Attendance policy, and penalties for additional absences.
- 6 4. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the
- 7 student accumulates additional unexcused absences in violation of the attendance contract,
- 8 he/she shall be subject to the additional intervention tiers.

9 **TIER II**

- 10 1. After the 4th unexcused absence, an individualized assessment by a school counselor will be
- 11 conducted to determine why the student has been absent from school. This may result in
- 12 referral to counseling, community-based services, or other services to address the student's
- 13 attendance problems.
- 14 2. Parents will be required to have a meeting with the school counselor, teacher(s), and attendance
- 15 representative.

16 **TIER III**

- 17 1. After the 5th unexcused absence, the student will be referred to Truancy Court.
- 18 2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited
- 19 to Juvenile Court
- 20 3. The Court will be provided a report of all interventions that have been provided to support this
- 21 student.

22 **Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

23 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

24 A principal/designee may excuse a student to participate in non-school sponsored extracurricular

25 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)

26 absences each school year. No later than seven (7) business days prior to the student's absence, the

27 student shall provide documentation to the school as proof of the student's participation along with a

28 written request for the excused absence from the student's parent/guardian. The request shall include

29 the following:

- 30 1. Student's name and personal identification number;
- 31 2. Student's grade;
- 32 3. The dates of the student's absence;
- 33 4. The reason for the student's absence; and
- 34 5. The signature of the student and parent/guardian.

35 **MAKE-UP**

36 **ONLY** with excused absences will a student be allowed to make-up their missed work. Students in

37 grades K – 8 will be allowed to make up work.

1 High School students will be allowed to make-up work from all excused absences. Students are
2 allowed to make up work from the first three unexcused absences per semester.

3 The following guidelines will be used to submit all make-up work:

- 4 1) 1 day absent, students will have 3 school days to make up work;
- 5 2) 2 consecutive days absent, students will have 4 days to make up work;
- 6 3) 3 consecutive days absent, students will have 5 school days to make up work.

7 (The number of consecutive days missed +2 will equal the total number of days students are allowed to
8 submit make-up work.)

9 Extenuating circumstances may be appealed to the building principal.

10 **EXAM EXEMPTIONS**

11 “A” average and a maximum of 3 days excused absence

12 “B” average and a maximum of 2 days excused absence

13 “C” average and a maximum of 1 day excused absence

14 Students with any unexcused absences are ineligible for exam exemptions.

15 All students who obtain four (4) or more unexcused tardies in any class will be required to take the
16 semester exam regardless of grade average or days absent. Students who are suspended from school or
17 who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

18 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

19 Students who are absent the day of the scheduled End of Course Exams will be given every
20 opportunity to make-up the EOC within the state mandated testing window. Students who do not test
21 within the window will receive a zero on the exam that will count 15% on their final grade.

22 Extenuating circumstances may be appealed to the building principal. Students who have excused
23 absences will be allowed to take the make-up exam developed by the teacher that will count 15% of
24 their grade [or] Excused students will receive an incomplete in the course until they have taken the End
25 of Course Exam.

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

28 **CREDIT/PROMOTION DENIAL**

29 Credit/promotion denial determinations may include student attendance, however, student attendance
30 may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotional denial,
31 the following shall occur:

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

1 **DRIVER'S LICENSE REVOCATION²**

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

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

7 **ATTENDANCE HEARING¹¹**

8 Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion
9 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
10 principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be
11 provided written or actual notice of the appeal hearing and shall be given the opportunity to address the
12 committee.

13 An attendance committee appointed by the principal will conduct a hearing to determine if any
14 extenuating circumstances exist or to determine if the student has met attendance requirements that
15 will allow him/her to pass the course or be promoted. Upon notification of the attendance committee
16 decision, the principal shall send written notification to the Director of Schools/designee and the
17 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.
18 The notification shall advise parents/guardians of their right to appeal such action within two (2)
19 school days to the Director of Schools/designee.

20 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

21 The principal shall be responsible for notifying, in writing, the Director of Schools and the parents of
22 the student of any action taken by the school.

23 Any administrative decision regarding attendance may be appealed initially to the Director of Schools
24 and ultimately to the Board. The appeal shall be made in writing to the Director of Schools and within
25 five (5) days following the action or the report of the action, whichever is later.

26 The Director of Schools/designee shall ensure that this policy is posted in each school building and
27 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. TRR/MS 0520-01-02-.17

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600