

## Greene County Schools

### HIGH SCHOOL ATTENDANCE

1. All absences must be accompanied by a physician's statement, other documentation such as an obituary, or be prearranged with the principal to be classified excused. Parents are to call the school by 8:30 a.m. each day.
2. Documentation must be presented to the office the day the student returns to school. The student's absence will be classified unexcused without proper documentation.
3. A student who comes late to any class during the day (after the late bell) or leaves early (prior to the dismissal bell) will be considered tardy. Three unexcused tardies during a semester will be considered one unexcused absence for each class. All tardies over three will be reported to the office.
4. If a student misses 2 or fewer days within a semester, they will be exempt from taking the semester test. These students will receive their course average for test grade. If a student misses, no days within a semester they will be exempt from taking the semester test and receive a 100 for the test grade. **No student will be exempt from taking a state mandated End Of Course test based on their attendance.**
5. Principals may schedule make-up sessions for any class periods that are missed more than five (5) times during the semester (whether the absences are classified excused or unexcused, including three tardies which equal one absence) must be made up time for time in one of the make-up sessions or the student may be referred to the truancy board. All time for time make up sessions must be completed by the end of the semester.
6. Students who have missed more than five (5) days may appeal special circumstances to a review board in writing with appropriate documents. The review board will meet as needed and will notify the student of the results of the review. The review board will consist of the teachers of that student and an administrator.
7. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school provides bus transportation, unexcused absences from these programs shall be reported. (TCA 49-6-302, state law) Failure to attend an assigned after school program will result in one unexcused class period and will count toward truancy.
8. Excessive absence, even when accompanied by a physician's statement, may result in truancy charges.
9. Students who are absent five (5) days without adequate excuse will be reported to the Director of Schools or his designee who will, in turn, provide written notice to the parents/guardians of the student's absence.