

# Oneida Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date:
		Rescinds: <b>6.200</b>	Issued: <b>08/01/13</b>

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

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

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

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

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

1. Personal illness;
2. Illness of immediate family member;
3. Death;
  - a. *In the family: One day will be excused. Additional days will be excused at the discretion of the principal.*
  - b. *Of others: The principal may approve as an excused absence with appropriate documentation.*
4. Extreme weather conditions;
5. Religious observances;<sup>4</sup>
6. Circumstances which in the judgment of the principal create emergencies over which the

1 student has no control; or

2 7. Only three per occurrence can be excused because of lice infestation.

3  
4 *A total of five (5) excused absences for a full day absence per semester will be allowed through the use*  
5 *of parent or physician notes. Excuses must be submitted within five (3) days after the student returns*  
6 *to school.*

7  
8 The principal shall be responsible for ensuring that:<sup>5</sup>

- 9  
10 1. Attendance is checked and reported daily for each class;
- 11 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 12 for the majority of the day;
- 13 3. All student absences are verified;
- 14 4. Written excuses are submitted for absences and tardiness;
- 15 5. System-wide procedures for accounting and reporting are followed.
- 16

## 17 **TRUANCY**

18  
19 Truancy is defined as an absence for an entire school day, a major portion of the school day or the

20 major portion of any class, study hall or activity during the school day for which the student is

21 scheduled. Students who are absent five (5) days without adequate excuse will be reported to the

22 director of schools who will, in turn, provide written notice to the parents/guardians of the student's

23 absence.<sup>5</sup> If a student is required to participate in a remedial instruction program outside of the regular

24 school day where there is no cost to the parent(s) and the school system provides transportation,

25 unexcused absences from these programs shall be reported in the same manner

26

27 The Board shall determine annually and include in the school calendar a plan for using three (3) abbre-

28 viated school days and the procedures for making up missed instructional days. In addition, the Board

29 shall determine annually whether to use flexible scheduling for kindergarten students.

30

31 Students participating in school-sponsored activities whether on- or off-campus shall not be counted

32 absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-

33 directed,

34 and teacher-supervised.<sup>6</sup>

35

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

37  
38 School principals shall provide students with a one-day excused absence prior to the deployment of

39 and a one-day excused absence upon the return of a parent or custodian serving active military service.

1 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
2 parent or guardian during a deployment cycle. The student shall provide documentation to the school  
3 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
4 missed during the these absences.<sup>8</sup>  
5

## 6 **MAKE-UP WORK**

7

8 All work during any absence should be made up. The responsibility for arranging any make up work  
9 following an absence is the responsibility of the student. Arrangements for make-up work must be  
10 made

11 on the first day after returning to school. The number of days allowed for make-up work will be deter-  
12 mined by the teacher; however, it will be no less than the number of days which the student missed.  
13

14 A grade not made up will be replaced with a zero for the purposes of averaging grades. Teachers may  
15 give a grade of incomplete if they feel a student is unable to complete the work due to circumstances  
16 beyond the student's control. It is the student's responsibility to make arrangements with the teacher to  
17 complete the work prior to the end of the following grading period, or the incomplete will be changed  
18 to reflect a failing grade. The teacher will present, in writing, the new grade to the secretary who will  
19 post it on the student's record.  
20

## 21 **STATE MANDATED TESTS/ END OF COURSE EXAMS**

22

23 Students who are absent the day of the scheduled End of Course exams must take the test on the make-  
24 up day and present a signed doctor's excuse or must have been given an excused release by the  
25 principal prior to testing to receive an excused absence.  
26

27 Students who have excused absences will be allowed to take a make-up exam developed by the teacher  
28 that will count as 25% of their grade. (This does not satisfy Gateway requirements.) Excused students  
29 will receive an incomplete in the course until they have taken the Gateway test. Students who have an  
30 unexcused absence shall receive a failing grade on the course exam which shall  
31 be averaged into their final grade at 0%.  
32

33 *All students who miss a scheduled Gateway Test must take the test at the next administration in order*  
34 *to meet their Gateway diploma requirement.*  
35

## 36 **CREDIT/PROMOTION DENIAL**

37

38 Credit/promotion denial determinations may include student attendance, however student attendance

1 may not be the sole criterion.<sup>9</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
2 following shall occur:

- 3  
4 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to  
5 excessive absenteeism.
- 6  
7 2. Procedures in due process are available to the student when credit or promotion is denied.  
8

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

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

14  
15 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
16 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading  
17 period.

## 18 19 **ATTENDANCE REQUIREMENTS and TARDINESS**

20  
21 Students in grades K-12, accumulating time for unexcused tardiness or excessive excused tardiness (at  
22 discretion of principal) which is defined as sign-outs or late sign in of 5 or more times at any time  
23 during the year will be required to attend Saturday School. Students in grades k-8 having absences or  
24 accumulated time of 30 or more days per year for k-8 (12 days for high school per semester) will be  
25 retained in their present grade or required to attend after school tutoring and or summer school to make  
26 up missed work. Students who have missed 10 consecutive days due to health issues, and are seeking  
27 homebound services are required to have their case reviewed at the building level with the principal  
28 and must provide medical documentation showing request of homebound services from their  
29 physician. State law requires that all children through age 18 be enrolled in school. Regular attendance  
30 is essential to your child's success.

### 31 32 **1. Personal illness**

- 33  
34 a. Only five (5) days, whether consecutive or not can be excused by a parent note or  
35 doctors excuse per semester (Semesters will run August – December and January –  
36 May); All Sign In and Sign Outs are automatically counted as a parent note. Every day  
37 of absences equals one parent note. Notes should include student's name, date(s) of  
38 absence(s), reason for absence, signature of parent and a phone number where a parent  
39 can be reached.

1 Absences that do not meet any of the criteria listed above in items 1-7 will be considered unexcused.  
2 **An example of an unexcused absence is a family vacation taken during the school year.** Please try  
3 to schedule vacations during summer, fall, Christmas or spring breaks. The criteria listed above in  
4 items 1-7 will also apply to tardies and early dismissals.  
5

6 Parents/Guardians of students who are absent **five (5)** days without adequate excuse will receive  
7 written notification in the form of a letter of the student's absences. Upon **eight (8)** unexcused  
8 absences, a referral will be made to the Attendance Supervisor. The attendance supervisor will then  
9 contact the parent(s)/guardian(s) to schedule a meeting with the Truancy Board. This hearing is an  
10 attempt to **avoid** a truancy petition in Scott County Juvenile Court System.  
11

## 12 **TARDINESS**

13 Sign-outs / late sign-ins will be dealt with at the building level. Refer to each schools handbook for  
14 the building policy on tardiness.  
15

## 16 **ATTENDANCE HEARING**

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

24 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.  
25 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
26 parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the  
27 review, the Board may affirm or overturn the decision of the director of schools/designee. The action  
28 of the Board shall be final.

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

31 *Any administrative decision regarding attendance may be appealed initially to the director of schools  
32 and ultimately the Board. The appeal shall be made in writing to the director of schools within five (5)  
33 days following the action or the report of the action, whichever is later.*  
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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
9. TRR/MS 0520-1-3-.06(1)(d)(2)

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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