

## LEGAL REFERENCES:

1. T.C.A 49-6-3001
2. T.C.A 49-6-3007
3. T.C.A 49-6-3009
4. T.C.A 49-6-3041
5. T.C.A 49-6-3017
6. Attendance Accounting Procedural Manual, Minimum Standards and Guidelines, State Department of Education.

## DEFINITIONS

Absent: A student is not in attendance in regularly scheduled classes at the school where he/she attends.

Present: A student is in attendance in regularly scheduled classes where he/she attends.

Early Dismissal: A student leaving a class or school early before the end of the school day.

Attendance Review Committee: A building level committee to review extenuating circumstances which would adequately explain a student's excessive absence from school and/or class. The Attendance Review Committee is composed of the superintendent or designee, attendance supervisor, principal or designee, guidance counselor, and a classroom teacher.

Tardy: Entering class or school after the designated time.

G:/Stacey/word/Attendance Policy

# Please help us help your child

## IT'S THE LAW

### SCHOOL ATTENDANCE POLICY

#### Dover Elementary North Stewart Elementary Stewart County Middle School Stewart County High School

**Stewart County School System  
1031 Spring Street  
Dover, TN 37058  
(931) 232-5176**

**Adopted June 9, 1994  
Revised 1995, 1996, 1997, 1998, 1999, 2001, 2004, 2006,  
2007, 2008, 2010, 2014, 2015, 2016, 2017, 2018**

## TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

T.C.A 49-6-3001- Every parent, guardian, other person residing within the state of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive \*, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

\* The meaning of the word "inclusive" is that the child must attend school from six (6) until eighteen (18) years old.

## ATTENDANCE REPORTS REQUIRED BY LAW

T.C.A 49-6-3007- It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

Such superintendent shall thereupon serve, or cause to be served, upon the parent, guardian, or other person in Tennessee in parental relation to such children unlawfully absent from school written notice that attendance of such children at school is required.

The superintendent of any local school system, after written notice to the parent or guardian of a child, shall report any child who habitually and unlawfully absents himself from school to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

## PENALTY FOR VIOLATIONS

T.C.A 49-6-3009-Any parent, guardian, or other person who has control of a child, or children, and who shall violate the provisions of this part commits a Class C misdemeanor and upon conviction thereof shall be subject to a maximum 30 days incarceration and a fine not to exceed \$50 plus court costs. Each day's unlawful absence shall constitute a separate misdemeanor.

## **STEWART COUNTY BOARD OF EDUCATION ATTENDANCE POLICY**

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy. The parents/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be "excused" or "unexcused" and is based on the following information:

## EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family. (family includes parent, stepparent, guardian, grandparent, brother, sister, stepbrother/sister, aunt and uncle.)
4. Recognized religious holidays/events. Parents and guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events.
5. Required court appearances. A student may be excused from school attendance for required court appearances. (Verification from appropriate authorities must be provided.)
6. Other emergency or unusual extenuating circumstances beyond the control of the student. These must be approved by the school personnel.

Students and parents have the right to appeal any attendance matter to the attendance review committee.

## UNEXCUSED ABSENCES

Absences for reasons other than those stated above may be for reasonable cause but are considered to be "unexcused" for official school record keeping and attendance purposes.

## **STUDENT ATTENDANCE GRADES K-8**

All absences will be marked unexcused unless the school receives a communication from the parent. The school will only mark **5** absences excused with communication from the parent. After that, every absence will be marked unexcused unless the school receives a doctor's note or if there are other extenuating circumstances (i.e. death in the family). **When a student has accumulated 10 absences (excused or unexcused) in a year, the school will hold a meeting with the student, parent, an administrator, and a guidance counselor to make a plan to improve attendance. If a student accumulates 5 unexcused absences, the school will hold a meeting with the student and parent to make a plan to improve attendance. The student will be placed on Tier 1**

**Truancy Intervention. The next unexcused absence, a meeting will be held and the student placed on Tier 2 Truancy Intervention. If another unexcused absence the student will go to Tier 3 Truancy Intervention and result in Truancy Review Board and possible Juvenile Court.**

The attendance of students who have not reached the age of six (6) shall be satisfactory. Unsatisfactory attendance that is not supported by an adequate excuse may result in the suspension of a student for an indefinite period of time.

#### **ATTENDANCE AND MAKE-UP WORK POLICY GRADES 9-12**

##### RATIONALE

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affects the progress of a student at school, the following attendance and make-up policy for students in grades 9-12 is adopted by the Stewart County Board of Education.

The parents/guardian or other person having charge and control of a child is responsible for the child's regular school attendance. In order to meet the requirements for credit, a student at Stewart County High School shall have an approved record of attendance. Verification may be requested by school personnel to confirm reasons for absences.

Teachers are encouraged to make use of daily participation grades a part of the quarter report card grades to encourage and reward attendance.

##### MAKE-UP WORK AND ATTENDANCE

The purpose of this policy for making up work when absent is to provide a degree of reasonableness and fairness to the student who is absent. When permitted, the extent of make-up is determined by the teacher. After an absence and when permitted, it is the student's responsibility to make up all assignments according to the teacher's instructions and in a reasonable amount of time as determined by the teacher.

The teacher will allow and assist with make-up work and missed assignments under the two instances described below:

1. The teacher will allow and assist with make-up work with any absence that has been determined to be "EXCUSED" by the office. (See section "EXCUSED ABSENCES" for the definition of an excused absence.)

If the office determines an absence to be "EXCUSED" according to the policies discussed previously, the admission slip will be marked "EXCUSED." An admission slip is to be picked up by each student upon returning to school.

2. The teacher will allow and assist with make-up with any unexcused absence in which the teacher believes the allowing of make-up work is justified.

This determination by the teacher is based on factors including but not limited to the student's attendance record and patterns, effort, and personal knowledge or the student's situation as to the absence.

When the teacher feels that an absence is unjustified based on the reasons above (and not determined to be "EXCUSED"), the teacher is not required to allow make-up work for the day(s) missed. The make-up work may include class work, homework, or exams. Students are allowed to make-up missed quarter and semester exams except for willful negligence on the part of the student.

Teachers are not required to provide homework assignments in advance for students while they are absent. Reasonable time to make-up work will be allowed by the teacher upon the student's return to school if make-up work is allowed.

Homebound instruction is available to students who are excessively absent due to medical condition. Homebound instructions must be based upon a physician's instructions. Contact the Attendance Supervisor for more information.

##### SUSPENSION AND MAKE-UP WORK

Suspensions from school are unexcused absences and make-up class work and exams are not allowed to be made-up. The only exceptions for make-up due to suspensions are quarter and final exams.

#### **ATTENDANCE/ACADEMIC AFFECTING THE TENNESSEE DRIVER'S LICENSE**

Any student who has 10 consecutive unexcused absences or 15 cumulative unexcused absences in a semester or any student who is not passing two (2) subjects at the end of a semester will have their name reported to the Tennessee Department of Safety. As a result, the student will lose their Tennessee driver's license until the student returns to school and makes satisfactory academic progress or attains eighteen (18) years of age. As used in this section, "satisfactory academic progress" means making a passing grade in at least three (3) full unit subjects or their equivalence at the conclusion of any grading period.

#### **ATTENDANCE OF STUDENTS WHO ARE EIGHTEEN YEARS OF AGE OR OLDER**

The attendance of students who have reached the age of eighteen (18) shall be satisfactory. Students eighteen (18) years of age or older are required to meet the same attendance criteria as other students. Failure to observe these rules shall result in a student being suspended for an indefinite period of time.

#### **ATTENDANCE AFFECTING EARNING OF ACADEMIC CREDIT AT STEWART COUNTY HIGH SCHOOL**

In order to maximize learning and to instill the importance of attendance at school and work, a minimum standard of attendance is established in order for a student to earn credit in classes at Stewart County High School.

For credit to be earned, a student may be absent no more than 10% of a class. This equates to no more than 5 unexcused absences per semester. If more than 5 absences are accumulated during a semester, any average of 70 or higher becomes a 69 and no credit will be granted for the class. Any student who fails a class based solely on attendance must repeat the class the following semester in the Credit Recovery Program if the class is available.

In determining attendance in a class for a day, a student must be present for a minimum of 47 minutes of class time.

**When a student has accumulated 5 unexcused absences the school will hold a meeting with the student, parent, an administrator, and a guidance counselor to make a plan to improve attendance and will be placed on Tier 1 Truancy Intervention. The next unexcused absence will result in a meeting and the student being placed on Tier 2 Truancy Intervention. If another unexcused absence occurs the student will go to Tier 3 Truancy Intervention and result in Truancy Review Board and possible Juvenile Court.**

#### **THE FOLLOWING INFORMATION APPLIES TO ALL SCHOOLS**

##### SCHOOL RELATED ACTIVITIES

Off-campus and/or out-of-school activities shall be counted as attendance only when school directed, with prior approval of the Principal.

##### APPEALS PROCESS

Students/guardians have the right to appeal any attendance matter to an attendance review committee.

##### PROCEDURES FOR ABSENCES:

A guardian must notify the school by phone or note of the student's absenteeism the day of the absence or before 8:00 a.m. of the day he/she returns to school.

##### PROCEDURES FOR TARDINESS

When arriving late for school, the student should be accompanied by the parent/guardian or have a note or phone call from the parent/guardian prior to the student's arrival explaining the student's tardiness.

##### PROCEDURES FOR EARLY DISMISSAL

Students shall not be permitted to leave school premises during the school day without request of the parent/guardian and the approval of the principal.

##### STUDENTS AND GUARDIANS ARE ENCOURAGED TO REFER TO THE HANDBOOKS OF EACH SCHOOL FOR SPECIFIC INFORMATION ON POLICIES AND PROCEDURES.

#### **IMPLEMENTATION OF ATTENDANCE POLICY (ELEMENTARY SCHOOLS AND MIDDLE SCHOOL)**

1. Parent notification and meeting after a total of ten (10) absences (excused or unexcused) or 5 unexcused.
2. Attendance Supervisor notified of unverified absences for further action.
3. Call or mail letters to parents to discuss their child's absences.

#### **IMPLEMENTATION OF ATTENDANCE POLICY (HIGH SCHOOL)**

1. Attendance Supervisor notified of unverified absences for further action.
2. Parent notification by Attendance Supervisor or other school personnel of students who have excess absences without adequate excuses.

#### **REPORTING PROCEDURE FOR UNEXCUSED ABSENCES (SYSTEM-WIDE)**

1. If and/or when a student commits his/her fifth (5th) unexcused absence, a letter will be sent to the parents or guardian.
2. If a student continues to miss school without adequate excuse after five (5) unexcused absences, that student's name and the facts of such unlawful absences will be reported to the juvenile authorities.
3. Parents or guardian will be renotified by the superintendent or his/her designee after each successive five (5) day period of unexcused absences.