

Weakley County Board of Education



Monitoring:

Descriptor Term:

Attendance

Descriptor Code:

6.200

Revised Date:

11/04/2021

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

4
5 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

16
17 Student attendance records shall be given the same level of confidentiality as other student
18 records. Only authorized school officials with legitimate educational purposes may have access
19 to student information without the consent of the student or parent/guardian.³

20
21 Absences shall be classified as either excused or unexcused as determined by the principal or
22 his/her designee. Excused absences shall include:

- 23
24 1. Personal illness or injury;
25 2. Illness of immediate family member;
26 3. Death in the family;
27 4. Extreme weather conditions;
28 5. Religious observances;⁴ or
29 6. Circumstances which in the judgment of the principal create emergencies over which the
30 student has no control.

31
32 The principal shall be responsible for ensuring that:⁵

- 33
34 1. Attendance is checked and reported daily for each class;
35 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or
36 absent for the majority of the day;

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(15); TCA 49-6-2904

⁵ TCA 49-6-3007

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- 1 3. All student absences are verified;
- 2 4. Written excuses are submitted for absences and tardiness;
- 3 5. Systemwide procedures for accounting and reporting are followed.

4

5 APPROVED EDUCATIONAL ACTIVITIES

6

7 Students participating in out-of-school activities shall be counted as present only when the
8 activities are school directed, related to an instructional activity, and have prior approval of the
9 local board of education.⁶

10

11 High school students participating in postsecondary school visits may be counted present under
12 the following conditions:⁷

- 13 • The student shall only be counted present the day of the postsecondary visit and shall not
14 be counted present during any travel days.
- 15 • Students may be counted present for postsecondary visits for a maximum of five (5) days
16 per school year.
- 17 • The student's parent or legal guardian must submit prior notice of the visit, specifying the
18 date of the postsecondary school visit.
- 19 • The student must submit documentation from a campus official of the postsecondary
20 institution. Acceptable documentation includes a signed letter or form.
- 21 • Students must complete all school work missed during the postsecondary school visit.
- 22 • Postsecondary visits are not required of any student.
- 23 • Parents or legal guardians are solely responsible for facilitating postsecondary school
24 visits and for ensuring the safety of the student(s) during the visit.

25

26 A maximum of five (5) days during the school year may be excused for educational activities,
27 i.e., travel/study trips, participation in academic contests, etc. that are not sponsored by the
28 school or school district.

29

30 Requests for approval of educational activities exceeding five (5) days must be presented to the
31 Weakley County Board of Education for consideration and approval as an excused absence.

32

33 EXCUSED ABSENCE – MILITARY

34

- 35 a. A one (1) day excused absence is provided for students when their parent or custodian is
36 deployed into active military service.
- 37 b. A one (1) day excused absence is also provided for students when the parent or custodian
38 returns from active military service.
- 39 c. Excused absences up to ten (10) days are provided for visitation when the member is
40 granted rest and recuperation leave and is stationed out of the country.
- 41 d. Excused absences for up to ten (10) days cumulatively within the school year are
42 provided for visitation during the member's deployment cycle.

Legal References:

⁶ *Student Membership and Attendance Procedures Manual*, TN Department of Education

⁷ State Board of Education Policy 4.100

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1
2 Total excused absences under (c) and (d) shall not exceed a total of ten (10) days within the
3 school year. The student shall provide documentation to the school as proof of the service
4 member's deployment.⁸

5 6 MAKE-UP WORK

- 7
- 8 • A student with an unexcused absence has no right to make up any school work.
- 9 • It is the student's responsibility to arrange for make-up work or tests.
- 10 • Homework or tests assigned prior to an absence will be due the day the student returns to
- 11 school.
- 12 • Homework or tests assigned during the student's absence must be completed and turned in
- 13 by the same number of days of his/her absence, plus one day.
- 14 • Homework or tests not made up during the specified amount of time may result in a zero
- 15 for that work.

16 17 CREDIT/PROMOTION DENIAL

18
19 Credit/promotion denial determinations may include student attendance; however, student
20 attendance may not be the sole criterion.⁹ However, if attendance is a factor, prior to
21 credit/promotion denial, the following shall occur:

- 22
- 23 1. Parents and students shall be advised if a student is in danger of credit/promotion denial
- 24 due to excessive absenteeism.
- 25 2. Due process procedures are available to the student when credit or promotion is denied.
- 26

27 PROGRESSIVE TRUANCY INTERVENTION PLAN¹⁰¹¹

28
29 All absences are unexcused until a note explaining the absence is turned into the principal or
30 his/her designee. A student has three (3) days after returning to school to bring a note explaining
31 absences. The principal or his/her designee shall classify each absence as either excused or
32 unexcused in accordance with this policy and/or state law.

33
34 The principal shall report promptly to the director of schools and/or attendance supervisor the
35 names of all children who have been absent for three (3) days without adequate excuse. Three (3)
36 days shall mean the aggregate of three (3) days during the school year and not necessarily three
37 (3) consecutive days.

38

Legal Reference:

⁸ TCA 49-6-3019

⁹ TCA 49-2-203(b)(7)

¹⁰ TCA 49-6-3009

¹¹ TCA 49-6-3007; TCA 49-6-3009; Public
Acts of 2021, Chapter No. 22

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Tier 1

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include but are not limited to schoolwide promotion of the benefits of regular attendance, teaching the benefits of consistent attendance, building positive relationships with students and families, and educating families on why attendance matters using mailings, call-outs, and social media.

When a student accumulates three (3) unexcused absences, the principal or his/her designee will send a letter to the parent's address on file, requesting the parent to contact the principal concerning the student's absences.

Tier 2: When a student accumulates five (5) unexcused absences, the student will be placed at Tier 2 and Weakley County Schools will take the following actions:

1. The Director of Schools will send a certified letter declaring that the student has reached Tier 2 and requiring the parent contact the school to schedule a meeting to discuss the student's absences.
2. The attendance supervisor or his/her designee will meet with the parent and student, document the content of the meeting, and cause a contract concerning attendance to be signed by the attendance supervisor, the parent and the student. The contract shall include a schedule of follow-up meetings which may be held by phone.
3. The family will be referred to the Weakley County Schools Social Worker for assessment and, if necessary, referral to community-based services.

Tier 3: If the student does not meet the terms of the contract or accumulates three (3) or more additional unexcused absences, the student will be placed on Tier 3 and Weakley County Schools will take the following actions:

1. A community-based service provider will be asked to open a case with the student and parents.
2. The Attendance Supervisor will notify the Juvenile Office of the student's progression to Tier 3.

If attendance does not improve after two weeks at Tier 3, or the student accumulates more than two additional unexcused absences or the parents do not participate or cooperate in any tier of the progressive truancy plan, the Attendance Supervisor will charge the parent with Education Neglect of a minor in Weakley County Juvenile Court (after a manifestation hearing is held if the student is receiving special education services). The parent will face possible fines and jail time.