

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b style="text-align: center;">Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>6.200</b>	Issued: <b>10/28/21</b>

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

3 The Director of Schools/designee shall ensure that this policy is posted in each school building and  
4 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

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

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

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

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

19 Excused absences shall include:<sup>4</sup>

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

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

3 12. 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:<sup>6</sup>

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

8 2. Daily absentee sheets contain sign in/sign-out 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 may attend part-time days alternating days, or for a  
17 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
18 considered present for school attendance purposes. If a student is required to participate in a remedial  
19 instruction program outside of the regular school day where there is no cost to the parent(s) and the  
20 school system provides transportation, unexcused absences from these programs shall be reported in the  
21 same manner.<sup>7</sup>

22 Students who are absent five (5) days without adequate excuse shall be reported to the Director of  
23 Schools/designee who will, in turn, provide written notice to the parents/guardians of the student's  
24 absence. If a parent/guardian does not provide documentation within adequate time excusing those  
25 absences, or request an attendance hearing, then the Director of Schools/designee shall implement Tier  
26 II of the progressive truancy plan described below prior to referral to juvenile court.

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

### 29 **Progressive Truancy Plan<sup>8</sup>**

30 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide  
31 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are  
32 not limited to;

33 1. After three (3) unexcused absences a student will be required to meet with a school attendance  
34 representative to discuss reasons for student absences.

35 2. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the  
36 student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

- 1 Tier II of the progressive truancy plan shall be implemented after the student accumulates four (4)  
2 unexcused absences, but before referral to juvenile court, and includes the following;
- 3 1. A conference with the student and the student's parent(s)/guardian(s);  
4
  - 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
6 and the Attendance Supervisor/designee. The contract shall include:
    - 7 a. A specific description of the school's attendance expectations for the student;
    - 8 b. The period for which the contract is effective; and
    - 9 c. Penalties for additional absences and alleged school offenses, including additional  
10 disciplinary action and potential referral to juvenile court.
  - 11 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
  - 12 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
13 has been absent from school. The employee may refer the student to counseling, community-  
14 based services, or other services to address the student's attendance problems.

15 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall  
16 consist of the following interventions:

- 17 1. After the 5<sup>th</sup> 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 The interventions shall address student's needs in an age appropriate manner. Finalized plans shall be  
23 approved by the Director of Schools/designee.

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

#### 25 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

26 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
27 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
28 absences each school year. No later than seven (7) business days prior to the student's absence, the  
29 student shall provide documentation to the school as proof of the student's participation along with a  
30 written request for the excused absence from the student's parent/guardian. The Director of Schools will  
31 develop procedures to implement this process. The request shall include the following:

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

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**1 RELEASED TIME COURSE<sup>10</sup>**

2 A principal/designee may excuse a student to attend a course in religious moral instruction for up to  
3 one (1) class period per school day. Students shall not be excused during any class which requires an  
4 examination for state or federal accountability purposes.

5 The student shall submit a written consent form signed by the student's parent/guardian prior to  
6 participation in the released time course. The principal/designee shall document the approval in  
7 writing. The student shall provide documentation to the principal/designee as proof of the student's  
8 participation in the released time course.

9 The district shall not be responsible for transporting students to and from the place of instruction.

10 Upon submission of the student's transcript from the entity that provided the released time course, the  
11 student may be awarded one-half (1/2) unit of elective credit. The Director of Schools shall develop  
12 procedures with secular criteria for determining whether credit shall be awarded.

**13 MAKE-UP**

14 Students in grades K – 8 will be allowed to make up work.

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

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

- 18 1) 1 day absent, students will have 3 school days to make up work;
- 19 2) 2 consecutive days absent, students will have 4 days to make up work;
- 20 3) 3 consecutive days absent, students will have 5 school days to make up work.

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

23 Extenuating circumstances may be appealed to the building principal.

**24 EXAM EXEMPTIONS**

25 "A" average and a maximum of 3 days excused absence

26 "B" average and a maximum of 2 days excused absence

27 "C" average and a maximum of 1 day excused absence

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

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

**1 STATE-MANDATED ASSESSMENT**

2 Students who are absent the day of the scheduled End of Course Exams (EOC) shall present a signed  
3 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive  
4 an excused absence. Students who have excused absences will be allowed to take a make-up exam.  
5 Excused students will receive an incomplete in the course until they have taken the EOC exam.

6 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be  
7 averaged into their final grade.

8 Extenuating circumstances may be appealed to the building principal.

**9 CREDIT/PROMOTION DENIAL**

10 Credit/promotion denial determinations may include student attendance, however, student attendance  
11 may not be the sole criterium.<sup>11</sup> If attendance is a factor, prior to credit/promotional denial, the  
12 following shall occur:

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

**16 DRIVER'S LICENSE REVOCATION<sup>2</sup>**

17 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any  
18 semester shall be ineligible to retain a driver's permit or license.

**19 ATTENDANCE HEARING<sup>12</sup>**

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

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

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

33 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's  
34 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.

- 1 Following the review, the Board may affirm or overturn the decision of the Director of schools/designee.
- 2 The action of the Board shall be final.

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Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
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 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)

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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  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600