

Williamson County Board of Education

**Adopted Date:**

2/16/04
Rev. 5/18/09;Editorial
6/19/14

6.200

ATTENDANCE (Page 1 of 2)

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

3
4 The Superintendent of Schools or designee shall oversee the entire attendance program, which shall include:

- 5
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 drops out of
13 school.

14
15 The Principal shall be responsible for ensuring that:

- 16
17 1. Attendance is checked and reported daily for each class;
18 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the
19 majority of the day;
20 3. Written excuses are submitted for absences and tardiness;
21 4. System-wide procedures for accounting and reporting are followed; and
22 5. Notification in writing is provided to the Superintendent of Schools and the parents of the student of
23 any action taken by the school.

24
25 The attendance of pupils is to be regular. The Principal, or personnel designated by the Principal, shall check
26 and verify where appropriate all reasons offered for absences. Questionable and prolonged absences are to
27 be reported to the attendance department for prompt investigation.

28
29 Conditions for which a student's absence may be excused are:

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31 1. Illness of the student. The Principal may require a doctor's statement.
32 2. Illness in the immediate family which requires absence of the student from school. The Principal may
33 require a doctor's statement.
34 3. Death in the immediate family of the student (should not exceed 5 days).
35 4. Religious holidays regularly observed by persons of the student's faith. (The Principal may require a
36 statement from the minister or other person recognized by the given religious group).
37 5. Absences for other reasons may be excused if, in the judgment of the Principal, the circumstances
38 warrant.

39
40 Any student whose absence is unexcused will be expected to make up the work missed or due on dates of
41 absence. See Board Policy 6.316.

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43 All missed class work or tests from absences may be made up provided the student makes the request
44 immediately upon returning to school, and provided class time is not taken from other students.

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1 Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student
2 ineligible to retain a driver's permit or license, or to obtain such if of age.

3
4 If a parent or teacher feels that a Principal has been either too harsh or too lenient in judging an absence as
5 excused or unexcused, he should communicate this to the Principal whose judgment, after further
6 consideration of the matter, will be final at the school level.

7
8 Any Principal's decision regarding attendance may be appealed initially to the Superintendent of Schools and
9 ultimately to the Board. The appeal shall be made in writing to the Superintendent of Schools within five (5)
10 working days following the action or the report of the action, whichever is later.

11
12 Students who have had five unexcused absences within a school year become subject to the truancy laws of
13 this state. The name of any student who has accumulated five unexcused absences shall be submitted to
14 the Attendance Department for proper disposition.

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16 The Superintendent of Schools shall report any child who habitually and unlawfully absents himself from
17 school to the juvenile judge.

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24 Legal References:

25 TCA 49-6-3007
26 TRR/MS 0520-1-3-.08(1)(a)
27 TCA 49-6-3006
28 TCA 49-6-3017
29 TRR/MS 0520-1-3-.03(15)
30 TCA 49-6-2904

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Cross References:

4.300 Co-Curricular Activities
4.603 Promotion and Retention
6.316 Student Expulsion/Suspension