

# Oak Ridge Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="margin: 0;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>06/09/25</b>
		Rescinds: <b>6.200</b>	Issued: <b>07/31/23</b> <b>08/01/22</b> <b>08/02/21</b> <b>03/30/20</b> <b>11/25/19</b> <b>10/28/19</b> <b>08/27/18</b> <b>09/28/15</b> <b>02/25/13</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

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

The Superintendent of Schools/designee shall develop appropriate administrative procedures to implement this policy.

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(s)/guardian(s). <sup>3</sup>

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

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

1. Personal illness/injury/personal reasons outside of student control;

- 1 2. Verifiable family emergency;
- 2 3. Death in the family;
- 3 4. Extreme weather conditions;
- 4 5. Religious observances;<sup>5</sup>
- 5 6. Pregnancy;
- 6 7. School endorsed/related activities
- 7 8. Summons, subpoena, or court order; or
- 8 9. Circumstances which in the judgment of the principal create emergencies over which the
- 9 student has no control.
- 10

## 11 **SCHOOL SPONSORED ACTIVITIES AND POSTSECONDARY SCHOOL VISITS**

12 Students participating in a school sponsored field trip, excursion, competition or postsecondary school  
13 visit will be counted present. Board Policy 6.2001 provides specific information regarding  
14 postsecondary school visits as well as the required documentation to be counted present during a  
15 postsecondary school visit.

16 The principal shall be responsible for ensuring that:<sup>6</sup>

- 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  
19 for the majority of the day;
- 20 3. All student absences are verified;
- 21 4. Written excuses are submitted for absences and tardiness; and
- 22 5. System-wide procedures for accounting and reporting are followed.
- 23

## 24 **TRUANCY**

25  
26 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)  
27 that attendance at school is required. Students shall be present at least fifty percent (50%) of the  
28 scheduled school day in order to be counted present. Students may attend part-time days, alternating  
29 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan  
30 and shall be considered present for school attendance purposes. If a student is required to participate in  
31 a remedial instruction program outside of the regular school day where there is no cost to the  
32 parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these  
33 programs shall be reported in the same manner.<sup>7</sup>

34  
35 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent  
36 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the  
37 student's absence. If a parent does not provide documentation within adequate time excusing those  
38 absences, or request an attendance hearing, then the Superintendent of Schools/designee shall  
39 implement the progressive truancy intervention plan described below prior to referral to juvenile court.

40  
41 *Progressive Truancy Intervention Plan*<sup>8</sup>

42

1 Prior to referral to juvenile court, the following progressive truancy intervention plan will be  
2 implemented.

3  
4  
5 **Tier I**

6  
7 Tier I of the progressive truancy plan shall apply to all students within the district and include  
8 schoolwide prevention-oriented supports to assist with satisfactory attendance. Tier I of the progressive  
9 truancy intervention plan shall include the following:

10  
11 Tier I Actions:

- 12  
13 1. Attendance expectations and Truancy Reporting Steps are provided in the Student Handbook  
14 annually.
- 15 2. Student attendance will be documented daily using the student management system. The  
16 student management system provides parent/guardian access allowing parents to monitor their  
17 child's school attendance.
- 18 3. Parent/Guardian will receive an automated phone call each day that their child is absent from  
19 school.
- 20 4. Once a student has accumulated 3 unexcused absences, the parent/guardian will receive an  
21 automated phone message regarding this attendance concern.

22  
23 **Tier II**

24  
25 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)  
26 unexcused absences, but before referral to juvenile court, and includes the following:

- 27  
28 1. A conference with the student and the student's parent(s)/guardian(s);
- 29  
30 2. An attendance contract, based on the conference, signed by the student, the  
31 parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - 32  
33 a. A specific description of the school's attendance expectations for the student;
  - 34 b. The period for which the contract is effective; and
  - 35 c. Penalties for additional absences and alleged school offenses, including additional  
36 disciplinary action and potential referral to juvenile court; and
- 37  
38 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 39  
40 4. Under this tier, a school employee shall conduct an individualized assessment detailing the  
41 reasons a student has been absent from school. The employee may refer the student to  
42 counseling, community-based services, or other services to address the student's attendance  
43 problems.

44  
45  
46 **Tier III**

1  
2 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

3  
4 These interventions shall be determined by a team formed at each school. The interventions shall  
5 address student needs in an age-appropriate manner. Finalized plans shall be approved by the  
6 Superintendent of Schools/designee.

### 7 8 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

9  
10 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
11 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
12 absences each school year. No later than seven (7) business days prior to the student's absence, the  
13 student shall provide documentation to the school as proof of the student's participation along with a  
14 written request for the excused absence from the student's parent/guardian. The request shall include  
15 the following:

- 16  
17 1. Student's name and personal identification number;
- 18  
19 2. Student's grade;
- 20  
21 3. The dates of the student's absence;
- 22  
23 4. The reason for the student's absence; and
- 24  
25 5. The signatures of the student and parent/guardian.

### 26 27 **MAKE-UP WORK**

28 Make up work for excused or unexcused absences must be requested by the student or parent no later  
29 than three (3) days after returning to school.

### 30 31 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

32 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's  
33 excuse or must have been given an excused release by the principal prior to testing to receive an excused  
34 absence. Students who have excused absences will be allowed to take a make-up exam. Excused  
35 students will receive an incomplete in the course until they have taken the End of Course Exam.

36  
37 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be  
38 averaged into their final grade.

### 39 40 **CREDIT/PROMOTION DENIAL**

41  
42 Credit/promotion denial determinations may include student attendance, however, student attendance  
43 may not be the sole criterion.<sup>11</sup> If attendance is a factor prior to credit/promotion denial, the following  
44 shall occur:

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

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

6  
7 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
8 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

#### 10 **ATTENDANCE HEARING**<sup>12</sup>

11  
12  
13 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion  
14 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the  
15 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided  
16 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.  
17 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an  
18 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass  
19 the course or be promoted. Upon notification of the attendance committee decision, the principal shall  
20 send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the  
21 student of any action taken regarding the excessive unexcused absences. The notification shall advise  
22 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent  
23 of Schools/designee.

24  
25 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

26  
27 Within five (5) school days of the Superintendent of schools/designee rendering a decision, the student's  
28 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
29 Following the review, the Board may affirm or overturn the decision of the Superintendent of  
30 schools/designee. The action of the Board shall be final.

31  
32 The Superintendent of schools/designee shall ensure that this policy is posted in each school building  
33 and disseminated to all students, parents, teachers and administrative staff.

---

  
Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
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); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

---

  
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