Bradley County Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Reviewed: Annually, Last July 2022	**Attendance**	**6.200.1**	**07/01/18**
	Administrative Procedures		Revised Date: **08/01/22**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Three (3) hours and sixteen (16) minutes is the state daily minimum.

Chronic Absenteeism:

Chronic absenteeism is defined as missing school for any reason (excused, unexcused, suspended/expelled). Commonly defined as missing 10 percent or more of instructional days, the threshold at which research indicates most students are at risk of negative academic and social consequences.

When a student who has been absent returns to school, he or she must provide a written explanation / excuse signed by his or her parent or guardian. The principal/designee may require a statement from a physician before an absence is excused.

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

Excused absences include:

Personal illness/injury
Illness of immediate family member
Death in the family
Extreme weather conditions
Religious observances
College visits (4 total- 2 junior year and 2 senior year)
School sponsored or school endorsed activities
Summons, subpoena, or court order
Circumstances which in the judgement of the principal create emergencies over which the student has no control.

Unexcused absences:

Any absence that is not excused by the principal/designee is considered an unexcused absence.

Parent Notes:

Three (3) student absences (3 days) per semester may be excused by a parent note if they meet the criteria set forth above as Excused Absences.

Doctor's Notes:

You have (3) days per semester that can be excused with a parent note. A doctor's note for absences above these three (3) is required by the principal/designee. Failure to comply will result in the absence(s) being termed "unexcused."

Truancy:
Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

Attached to this procedure is the Bradley County Schools Truancy Plan. Students with five (5) unexcused absences shall be subject to this progressive truancy intervention framework.

Active Military Service of Parent/Guardian:

- One (1) day of excused absence prior to deployment will be given.
- One (1) day of excused absence upon the return will be given.
- Ten (10) days of excused cumulative absences per year will be given for student s to visit during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment.
- Student shall be permitted to make up schoolwork missed during these absences.

Make-Up Work:
All missed work must be made up to insure no **academic** penalty to the student and to gain academic credit, whether an Excused or an Unexcused absence.

For grades 6-12 – it is the student's responsibility in conjunction with the teacher to determine what assignments and tests have been missed and to make arrangements to make them up.

For grade P-5 – the teacher will fill the primary role in assuring that students will be given make-up work and assessments.

Upon return to school, you will have the following number of days to complete the make-up work.

- The number of days absent **(excused or unexcused)** = the number of school days allowed.
- Suspended one (1) to five (5) days – two (2) school days.
- Suspended six (6) to ten (10) days – four (4) school days.
- The Teacher has the discretion to extend the number of days.

State-Mandated Assessment:
If a student is absent on the day of the scheduled EOC exams, a signed doctor's excuse is required or they must have been given an excused release by the principal prior to testing to receive an excused absence. Make up exams will be allowed for excused absences. Until the EOC exam is taken, the student will receive an incomplete in the course.

Unexcused absence = a failing grade on the course exam which shall be average into their final grade.

Credit/Promotion Denial:
Student attendance may be used in credit/promotion denial but may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial, the following shall occur:

- The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.

- Procedures in due process are available to the student when credit or promotion is denied.

Driver's License Revocation:

More than ten (10) consecutive or fifteen (15) unexcused absences during any semester makes a student ineligible to retain a driver's permit/license or to obtain one.

Attendance Hearing:

More than 5 unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal.

If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall:

- be provided written or actual notice of the appeal hearing.
- given the opportunity to address the committee.

The committee will conduct a hearing to determine:

- if any extenuating circumstances exist.
- If the student met attendance requirements that will allow him/her to pass the course or be promoted.

Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent (s)/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

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

Within five (5) school days of the director of schools/designee rendering a decision, written notification will be sent to the parent(s)/guardian(s). The action of the director of schools/designee shall be final.

Perfect Attendance

Attend "three hours and sixteen minutes" (state daily minimum) of every academic day = perfect attendance. Absence due to bereavement shall not result in the loss of a perfect attendance certificate.

Procedures for Principals and Attendance Personnel

1. Principals shall provide teachers with an attendance packet including the district/school attendance procedures.
2. Teacher submits attendance via Synergy/TeacherVue each day by the time given to them by their principal.
3. Students turn in notes for absences (current and previous days). Principal/designee decides from the notes if the absence is excused or unexcused and makes corrections absences in Synergy.
4. Any student that comes to school after the bell rings must come through the office, sign in, and take the admit from the office to their teacher.
5. Run a report to be sure all teachers have submitted attendance for the day. Follow up with teachers that have not submitted their attendance.
6. Add attendance for any teacher that has a substitute.
7. Add attendance for any student that is enrolled in your database but attending another school (GOAL, Behavior Class, etc.).
8. Enter check ins and check outs into Synergy. Check the times and see if the daily absence should be left as an absence, changed to one of the tardy codes, or marked absent but **present for transportation**.
9. Students receiving special education services may attend as indicated in their IEP. In-school suspension, homebound, alternative school, students serving as a page for the General Assembly, and school sponsored events shall be counted **present**. Students serving out-of-school suspension or expulsions shall be counted **absent**.
10. Run a daily absence report and distribute to teachers. Any student not sitting in class and not on the daily absence report shall be reported by the teacher to the office.
11. Make calls to any students that have been out with no information about the absence from the parent(s)/guardian(s).
12. Identify students with three (3) unexcused absences to begin notifications to parent(s)/guardian(s).
13. On a weekly basis, run reports to give to the teacher to compare TeacherVue to Synergy.
14. On a weekly basis, run reports to identify students that will be precluded from attending prom (10 unexcused absences) or May graduation ceremony (seniors 10+ unexcused absences).
15. On a monthly basis, run a report to identify students with 10 consecutive days of unexcused absences and after all requirements for truancy intervention have been followed the student shall be considered a dropout.
16. Each grading period, the attendance on grade cards MUST align with the school attendance records.
17. When a student is withdrawn from a school's enrollment, the withdrawal date is the day following the last day of attendance or the first day absent.