Visitors to Schools

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.

For more information, refer to policy 1.501.

Student Academic Achievement

Attendance

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. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.

Absences shall be classified as either excused or unexcused as determined by the principal or designee. Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgement of the principal create emergencies over which the student has no control.

Written notice to the parent(s)/guardian(s) of any student who is absent five (5) days without adequate excuse. If a parent does not provide documentation within adequate time excusing those absences or request an attendance hearing, the Progressive Truancy Plan will be implemented prior to referral to juvenile court.

Bradley County Schools

Progressive Truancy Plan

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

Tier 1

Tier 1 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:

1. Notification of attendance expectations through Student Handbooks.
2. Notification of the Progressive Truancy Plan through Student Handbooks.
3. Making parents and students aware when a student has three (3) unexcused absences and the consequences of having five (5) unexcused absences.
4. Five (5) unexcused absences will result in being placed in Tier 2

Tier 2

Tier 2 of the Progressive Truancy Plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:

    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

3. Regularly scheduled follow-up meetings to discuss the student's progress.

4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

If a student accumulates an additional unexcused absence in violation of the attendance contract in Tier II, the student will be subject to Tier 3.

Tier 3

Tier 3 shall be implemented if the truancy interventions under Tier 2 are unsuccessful. Tier 3 shall consist of interventions recommended through Bradley County Juvenile Campus Court. Campus

Court will review the case with the family and make appropriate referrals for services. The interventions shall address student's needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

For more information on the Progressive Truancy Plan, refer to policy 6.200 and TCA 49-6-3009.

MAKE-UP WORK

All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, must be made up to insure no **academic** penalty to the students. Student work for absences must be made up in order to gain academic credit. At the secondary level (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 for making up such coursework and assessments. At the elementary level (grades P-5) the teacher will fill the primary role in assuring that students returning from an absence will be given make-up work and assessments.

1. Excused/Unexcused Make Up – The number of school days allowed to complete the work upon return to school, shall be equal to the number of days absent.
2. Suspension Make Up:
   a. If a student is suspended one (1) to five (5) days the student will have two (2) school days upon return to complete make up work.
   b. If a student is suspended six (6) to ten (10) days the student will have four (4) school days upon return to complete make up work.

While **academic** punishment will not be employed in response to truancy/excessive absenteeism, Bradley County Schools will take other strict measures to address unwarranted absences. Therefore, a student who has been absent must, upon his or her return to school, provide a written explanation/excuse signed by his or her parent or guardian. The principal or his or her designee may require a statement from a physician before an absence is excused.

STATE-MANDATED ASSESSMENT

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

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

DRIVER'S LICENSE REVOCATION

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

For more information on student attendance, refer to policy 6.200 and TCA 49-6-3007.