



Parents, guardians, and other persons with parental rights, with legal responsibility of any child or children between the ages of six (6) and Seventeen (17) years, both inclusive, shall be responsible for their attendance in a public or non-public school. In the event of failure to do so, the parents, guardian, or other persons will be subject to the penalties provided in the Compulsory School Attendance Law.

Nothing shall preclude a student from attending high school beyond the age of seventeen if the student has not graduated but maintains good behavior, attendance and continues to make academic progress.

#### **Children Exempt from Attendance**

- Children mentally or physically incapacitated to perform school duties (such disability to be attested by a licensed physician in all cases).
- Children who have completed high school and hold a high school diploma.
- Children temporarily excused from attendance in school under rules and regulations of the State Board of Education.
- Children who have attained their seventeenth birthday and whose continued compulsory attendance, in the opinion of the Board of Education in charge of the school to which such children belong and are enrolled, results in the detriment to good order and discipline and to the instruction of the students and is not of substantial benefit to such children, provided that in all such cases, the Board of Education shall first obtain the recommendation in writing from the Director of Schools and the principal of the school to which such children attend.

#### **Verification of Absences**

All absences must be verified in writing from the parent or guardian within three (3) days. All absences for which no written verification is received will be considered unexcused. Absences are marked on the student's record as either excused or unexcused.

#### **Excused Absences**

- Personal Illness
- Illness in the family requiring student's temporary help
- Death in the family (not more than 3 days)
- Head lice, up to 3 days per infestation
- Recognized religious holidays regularly observed by persons of the child's faith
- Court appearance or legal mandates
- Documented college visitations (juniors/seniors only, for no more than 3 days per year)

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- Upon written request of the parent/guardian, a student's absence may be excused for the following reasons:
  - Unforeseeable emergencies such as car problems.
  - Employment interview or conference.
  - Doctor or dental appointments.
  - Other reasons requested in writing by the parent/guardian and considered legitimate by the principal or designee.
- Serving on Board or Staff appointed committees

### **Principal Authority**

With written documentation in the student's record and in accordance with this policy, principals may:

- Excuse an absence
- Refuse to excuse an absence
- Require an explanation (written or oral) from the parent or guardian explaining the reason for each absence
- Require other documentation they deem appropriate
- Require a physician's statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness

### **Make-Up Work**

Students with an EXCUSED absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work must be requested by the student or parent no later than three days after returning to school. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed.

At the K-12 level, students with UNEXCUSED absences shall not be given the opportunity to make up the work.

### **Late Arrival/Early Dismissal**

Students must attend 3.5 hours of a school day to be considered present.

The local school administrator determines the timeframe in which tardy students are permitted to go directly to class. After this timeframe, students are expected to obtain an admit slip to class from the office. Students arriving after the designated start of school are counted as tardy.

Students are not released from school for early dismissal without prior approval from the parent or guardian. Parent/guardian or pre-approved adult will be asked to present a picture ID to front office personnel before the student can be released from school.

### **Official Action**

In cases of chronic absence or truancy (5 total days of unexcused absences), and after consultation with the appropriate staff, in accordance with policy and procedures, principals must take strong action including but not limited to referral to an Attendance Officer, issuance of legal notices, and juvenile court intervention. Metropolitan Nashville Davidson County ordinance prevents students from public loitering during school hours. The Administration has the right to deny privilege for driver licenses when students are found to be truant.

### **Exclusions and Exceptions**

#### *Communicable Disease*

Children shall be excluded from Metropolitan Nashville Schools by the Board of Education when the progress or efficiency of the schools makes such action necessary. Children shall be excluded from school temporarily if they have, or have been exposed to, certain communicable diseases. As the agency responsible for control of communicable disease in the schools, periods of exclusion for the various communicable diseases shall be those prescribed by the Metropolitan Health Department.

Requests for permanent exclusion of a pupil shall be submitted to the Assistant Superintendent for Student Services.

### **Fifth Year of High School**

At the discretion of the high school principal, a non-graduated student who has completed four years of high school, may return for a fifth year if the student:

- Has been continuously enrolled
- Is able to complete all requirements for graduation (6 credits on a traditional schedule or 8 credits on a 4 x 4 block) within one year
- Attends summer school, if necessary, and achieves satisfactory grades
- Exhibits satisfactory behavior and attendance during the fourth year

Any student granted permission to enroll for a fifth year must maintain satisfactory behavior, attendance and grades. If at any time these conditions are not met, the principal may remove the student from the high school and refer him/her to the adult school. In extenuating circumstances, a principal may grant a student an additional year to graduate.

A fifth-year student, who feels that he/she has been incorrectly denied attendance for a fifth year, may appeal the decision to the Assistant Superintendent of Student Services. The Assistant Superintendent's decision is final.

### **Homebound**

Students attending homebound programs are not marked as absent from school. Attendance for Homebound students is recorded by the Homebound teacher.

### ***Associated Forms***

- Manual Attendance Form
- Daily Attendance Report (SMS)
- Unsubmitted Attendance Report (SMS)
- Attendance Exception Report (Rule 5 or more tardies)
- Attendance Exception Report (Rule 5 or more absences)
- Sign In Form
- Sign Out Form
- Student Absence Excuse Form

### ***References and Authority***

TRR/MS 0520-1-3-.08  
TRR/MS 0520-1-3-.03

**Compulsory Attendance  
SP 6.113**

TCA 49-6-2904

TCA 49-6-3017

TCA 49-2-203

TCA 49-6-3002

TCA 10-7-504

TCA 49-6-3108

TCA 49-6-3001

TCA 49-6-3005

Guidelines for Exemption From Compulsory Attendance (State Board of Education, 1996)

TCA 49-6-201

Education of Individuals with Disabilities (Selected Parts), 20 U.S.C. Secs. 1400-1485

20 U.S.C. § 1401

Policy Governance Monitoring EE-15