

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### Student Attendance

The Compulsory School Attendance Law in Tennessee (T.C.A. §49-6-3001) requires children (ages 6-17 inclusive) to attend school each day. Students who accumulate five (5) days of unexcused absences will be required to participate in a conference with their parent/legal guardian and may be referred to Juvenile Court according to the CMCSS Progressive Truancy Intervention Plan (STS-P010). The following are official or adequate excuses that should be turned in to the Attendance Secretary in the school office:

- Medical note (doctor, dentist, hospital, etc.) for which the student was a patient
- Court note for which the student was required to be in court
- Funeral notice (obituary/funeral program of a family member)
- Military deployment paperwork-for military dependents, TN Law (T.C.A. §49-6-3019) allows the following for out of country deployments:
  - 1 excused absence when the parent leaves for deployment
  - 1 excused absence when the parent returns at the end of deployment
  - Up to ten (10) days excused absences when the parent is home from the deployment for Rest and Recuperation
  - In addition, local policy allows up to five (5) consecutive days of excused absences (either before or after the deployment) when the parent deployment is less than twelve (12) months
  - Military paperwork/documentation MUST be provided to the school for these to be excused.
- Parents or legal guardians may submit notes for students to be excused up to five (5) days per school year, for any reason. To be excused, notes must be provided by the parent or legal guardian, and received by the school within five (5) school days of the absence.

For high school and middle school classes, an absence per class is defined as missing ten (10) or more minutes of the class period.

Make-up work (Including suspension and remandment): Upon the first day of returning to school, it is the student's responsibility to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absences. A grade of "0" shall be entered into the teacher's grade book for any missing work until the assignments have been completed and turned in.

Out-of-school suspensions shall be deemed unexcused absences.

Associated Documents: [STS-M001](#) Student Code of Conduct  
[STS-P010](#) Progressive Truancy Intervention Plan

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/2/18		Initial Release

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10/15/18	A	Para. 1, second sentence: replaced “attend” with “participate in” and removed “at the school”.
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**\*\*\* End of Policy \*\*\***