

ATTENDANCE POLICIES & PROCEDURES

BRISTOL TENNESSEE CITY SCHOOLS

2023-2024

Recognizing that attendance and punctuality are essential for the progress of a student at school, the board has adopted the following rules and regulations. The parent, guardian, or other person having charge and control of a child is held responsible for the child's regular school attendance. It is the expectation of every student to be punctual and to have excellent attendance to be successful both as a student and as an adult. All students who arrive late are required to report to the office for a tardy slip.

Definition of Absent – Students are not in attendance in regularly scheduled classes at the school where they attend.

Definition of Present – Students are in attendance in regularly scheduled classes at the school where they attend.

Definition of Tardy – Students are not in their assigned area when class begins. This includes reporting to and from lunch, assemblies, or other activities.

Illness – When should I send my child to school?

We believe that student success begins with attendance; however, there may be times when it is in the best interest of your child to stay home. Children are considered contagious if they experience any of the following: fever, vomiting, diarrhea, or conjunctivitis (pink eye). Your child should be fever free and/or symptom free for 24 hours without fever-reducing medication before coming back to school. Children with head lice are permitted to return to school once treated. If a student has a temperature over 100 degrees, the school nurse will call the parent/guardian to pick up their child from school. Do NOT medicate a child to reduce a fever before sending them back to school. Please note that written instructions to the school from a student's medical provider will take precedence over the above guidelines. For specific questions, please contact the school nurse.

Reporting Absences – When a student is to be absent, the parent/guardian must call the school office as soon as the need for an absence has been decided.

Anderson	(423) 652-9444
Avoca	(423) 652-9445
Fairmount	(423) 652-9311
Haynesfield	(423) 652-9292
Holston View	(423) 652-9470
Tennessee Middle	(423) 652-9449
Tennessee High	(423) 652-9499

Additionally, it is acceptable to send a parent/guardian note to excuse the absence when the student returns to school. If the parent/guardian fails to contact the school, the absence will be unexcused.

Excused Absences

- Personal illness – A parent note or call may be used to excuse up to five (5) absences. After a parent has used the five (5) parent notifications, a doctor's excuse and/or parent conference may be required. Any student with five (5) or more absences from any one individual class would also require a doctor's excuse.
- An illness or incapacitating condition of a family member that requires the temporary help of a student. (A physician's statement is required.)
- A death in the immediate family. Family includes parents, stepparents, guardian, grandparents, brother, sister, stepbrother/sister, aunt, uncle. (A written verification must be provided.)

- Recognized religious holiday/events.
- Required court appearance. (A written verification from appropriate authorities must be provided.)
- Approved school-related activities.
- Pre-approved cultural leave.

Unexcused Absences

A student who is absent five (5) days without adequate excuse shall be reported to the BTCS director of attendance, who will, in turn, provide written notice to the parent/guardian of the student's absence. If the absence is an unexcused absence, any make-up work will be credited at 80% of its value.

Make-Up Work

Make-up work can be obtained by a student or parent/guardian from Canvas or by contacting the classroom teacher directly.

Tardies and Early Dismissals

It is important that students arrive on time for school and remain at school the entire day. Excessive tardies and/or early dismissals will affect a student's school success. Students arriving late for school are to report directly to the office to sign in and obtain a tardy slip.

Family/Cultural Leave & Non-School-Sponsored Extracurricular Activities (3 days maximum)

Students may be excused from school to participate in cultural, educational, or non-school-sponsored extracurricular activities. The following guidelines shall be used by school principals in approving cultural/educational/non-school-sponsored extracurricular activities:

- a) A maximum of **three (3) days per school year** will be available for family/cultural, educational, or non-school-sponsored extracurricular activities.
- b) A request for the absences to be excused must be **filed with the principal prior to the activity**.
- c) A request will not be approved after the activity has occurred, during the state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has three (3) or more unexcused absences.
- d) A request must be in writing on forms available in the school office or online and completed by a parent/guardian of the student. No other relative is permitted to complete this form.
- e) Make-up work is the responsibility of the student and parent. The local school policy on make-up procedures will be followed.

Excessive Absences/Tardies

Excessive absences and/or tardies will be reviewed regularly by school personnel. Students with excessive absences may be required to present doctors' excuses for all absences. This issue could be grounds for denying transfer or tuition requests and may result in a referral to the juvenile court offices.

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

Progressive Truancy Intervention Plan

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

(Tier I interventions shall begin upon the accumulation of five (5) days of unexcused absences.)

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent/guardian.
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance supervisor/designee. The contract shall include the following:
 - a. A specific description of the school's attendance expectations for the student.
 - b. The period for which the contract is effective.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

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

Under this tier, the school shall conduct an individualized assessment detailing the reasons a student has been absent from school. The assessment may result in the student being referred for counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the director of schools/designee.