

	<b>MURFREESBORO CITY SCHOOL BOARD POLICY</b>			
	ATTENDANCE	Descriptor Term:	Descriptor Number:	Date Adopted:
			STU 9	4/79
	Revision Adopted:		1/01	

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

The school system's supervisor responsible for attendance shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination; and
2. Ensuring that all school age children attend school.

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

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. The Director of Schools shall be responsible for developing and enforcing a policy on truancy.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

Students participating in school-sponsored activities, whether on- or off-campus, shall not be counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations unless instruction time is made up in full.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

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Legal References:

TRR/MS 0520-1-3-.08(1)(a)  
TRR/MS 0520-1-3-.03(15); T.C.A. 49-6-2904  
Attendance Accounting Procedural Manual,  
Minimum Standards and Guidelines, State Department of Education  
T.C.A. 10-7-504; 20 U.S.C. 1232g  
Administrative Directive 3.34