

## Cocke County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/11/24</b>
		Rescinds: <b>6.200</b>	Issued: <b>09/14/23</b>

1 Attendance is a key factor in student achievement; therefore, students are expected to be present each  
 2 day school is in session. The Director of Schools/designee shall develop appropriate administrative  
 3 procedures to implement this policy.

4 The Attendance Supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
- 8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
- 13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
- 16 withdraws from school.<sup>2</sup>

17 Student attendance records shall be given the same level of confidentiality as other student records.  
 18 Only authorized school officials with legitimate educational purposes may have access to student  
 19 information without the consent of the student or parent(s)/guardian(s).<sup>3</sup>

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
 21 Excused absences shall include:<sup>4</sup>

- 22 1. Personal illness/injury;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;<sup>5</sup>
- 31
- 32 6. Pregnancy;
- 33