

ATTENDANCE

Standardized Attendance Policy for Claiborne County Schools:

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.

ABSENCES

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

- Student's personal illness verified by a medical note (Doctor of Medicine, Doctor of Dentistry, etc.)
- Death in the immediate family (includes parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, other first degree relative or any other member of the family which resides in the student's household or spouse) not to exceed three school days;
- Extreme weather conditions;
- Religious observances; or
- Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Absences may be excused by a written parent note for a total of three days per semester. Each day of absence constitutes one parent note. Any parental note absence above the 3 days per semester will be unexcused. The principal must approve all exceptions.

Written parent notes should be utilized for whole day absences or tardies that constitute a whole day (entering after 11:30 a.m. or leaving before 11:30 a.m.)