

Attendance

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.

Definitions

Absent means students are not in attendance in regularly scheduled classes at the school where they attend. Approved school activities do not count as an absence.

Present means students are in attendance in regularly scheduled classes at the school where they attend.

Tardy means that students are not in their assigned area when class begins.

The following are excused absences:

- The student's personal illness or hospitalization
- An illness or incapacitating condition of a family member that requires the temporary help of a student (a physician's statement may be required)
- A death in the immediate family
- Recognized religious holidays/events
- Required court appearance (a written verification from appropriate authorities must be provided)

Unexcused Absences: Unexcused absences will be determined by the building-level administrator. Grades from days or classes missed due to unexcused absences will be graded at 80%. In addition, unexcused absences will be handled as a discipline problem under Category II.

Cultural/educational activities - Students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/educational activities:

- A maximum of five days will be available for family cultural/ educational activities.
- A request for the absences to be excused must be filed with the principal prior to the activity.
- A request will not be approved after the activity has occurred.

- A request must be in writing on forms available in the school office and completed in the office by parents of the student. No other relative can do this.
- If a student uses more than the maximum days allowed, the first five days of an absence will be considered excused.
- Make-up work is the responsibility of the student and parent. The local school policy on make-up procedures will be followed.

TUITION/TRANSFER FALSE INFORMATION

When parents or guardians provide false information concerning residency or guardianship, the student(s) will be dropped from the roll of the school they attend and must return to their home school. When parents fail to complete a transfer form, students may be dropped from the roll of the school they attend and returned to their home school. The principal's initial and continuing approval of tuition and transfer applications are contingent upon the student's ability maintain acceptable attendance and behavior standards, including on-time arrival for the school day and all classes.

In addition , TCA 49-6-3003 provides that:

(c) (1) (A) Any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee department of education for the district in which the student is fraudulently enrolled.

(B) Any parent, guardian, or other legal custodian who enrolls an out-of-state student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the state and local per pupil expenditure identified by the Tennessee department of education for the district in which the student is fraudulently enrolled.

(2) (A) Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system. Such restitution shall be payable to the school district and, when litigation is necessary to recover restitution, the parent, guardian, or other legal custodian shall be liable for costs and fees, including reasonable attorneys' fees, incurred by the school district.

STUDENT RESIDENCE DEFINED

A student's residence is established by the place that the parent or legal guardian resides. In the case of divorce, the residence of the child is the residence of the parent assigned physical custody. In the case of joint custody (where physical custody is not assigned), the city or school system attorney will be asked to determine residence. Students may not

claim residence with other family or non-family members unless a judge of proper jurisdiction has conveyed full physical custody of the student to that individual except where TCA 49-6-3001 (6) relating to Power of Attorney may be properly applied.

ATTENDANCE OF NON-RESIDENT STUDENTS

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

- They must be approved by the Director of Schools.
- If residing in the state of Tennessee, they must pay a tuition fee established annually by the Board. Tuition per student, per annum, may not exceed an amount equal to the amount of funds actually used for school purposes by the school system per student during the preceding school year minus any funds received from the state or from the student's resident system. If residing in a state other than Tennessee, they must pay a tuition fee established by the State Department of Education.
- Tuition applications will be accepted from students currently attending the Bristol Tennessee Schools beginning the first Monday of May. The application for new tuition students will be accepted beginning the second Monday in May. Applications from current students shall be submitted to the principals' offices, and applications from new students shall be submitted to the Director of Schools' office.
- Tuition shall be paid to the Bristol Tennessee School System and may be made in two parts. The first part shall be paid prior to the first day of school and the second part shall be paid prior to the beginning of the second semester. The principal of the school in which the student is enrolled shall request a receipt from the student indicating payment has been made. If the student fails to make payment in the required time, the principal shall notify the Director of Schools in writing and the student will be subject to expulsion.
- When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- Non-resident students must make application at least two weeks prior to the first day of school. After two (2) weeks prior to the beginning of school and thereafter during the remainder of the school year, students wishing to transfer into the system must also have the approval of the sending system.
- Students who become residents of the school system will be refunded any unused portion of the tuition on a pro-rata basis.
- Middle school or senior high students who fail one or more subjects during the last school year may be either placed on probation the next school year following such failures or may be asked not to re-enter the Bristol Tennessee School System the following year. The decision shall be derived through a conference between

the principal and the parents. The conference may include other faculty members or school officials who have knowledge relevant to the case.

- Tuition students who cause undue hardship to teachers or administrators may be asked to terminate their attendance in the Bristol Tennessee City Schools. Each case requires that the principal shall notify the Director of Schools in writing of the problem, and, in turn, the Director of Schools shall notify the parents of the date of termination.
- If a parent of a student teaches outside the school system of the parent's residency, the student may attend such school system, provided the appropriate tuition requirements are met.