

Category:	Procedure:	
Students	Attendance	
Descriptor Code:	Issued Date:	Revised Date:
AP-J-120	June 1997	January 2020

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A student may be absent, due to illness, no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required.

Students should be in school for the full day. Release during school hours are only permitted in exceptional cases outlined in this Procedure and in Policies J-120 and J-170. A school principal may excuse a student from school attendance to participate in a non-school-sponsored extracurricular activity if the following conditions are met:

- a. The student provides documentation to the school as proof of the student’s participation in the non-school-sponsored extracurricular activity;
- b. The student’s parent, custodian, or other person with legal custody or control of the student, prior to the extracurricular activity, submits to the principal or the principal’s designee a written request for the excused absence. The written request shall be submitted no later than seven (7) business days prior to the student’s absence; and
- c. The principal or the principal’s designee approves, in writing, the student’s participation in the non-school-sponsored extracurricular activity.
- d. If a third party (non-parent) checks out a student from a school, the individual or organization must be placed on the contact list by a parent or guardian. If the third party is an organization, that organization must identify its representative(s). School employees/officials may request a photo identification or other proper verification of identity at any time. Parents/guardians are to be informed that placement on the contact list grants full access to checking a student in or out.

To address misuse or disruption, the principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year. Non-school-sponsored extracurricular activities includes, but is not limited to, courses in religious moral instruction (released time courses).

In addition to the basic requirements for all non-school-sponsored extracurricular activities, released time courses shall meet the requirements of:

- 1) No school funding for the program(s), other than de minimis administrative costs;
- 2) Released time courses/programs cannot take place on school premises; and
- 3) Student participation in released time courses/program must be voluntary. School officials are to remain neutral with regard to participation.

1 Consistent with Knox County Board of Education Policy, non-school-sponsored extracurricular activities
2 occurring on a regular basis as a class or course are limited to 45 minutes with travel time. If a student does
3 not adhere to the 45-minute time allotment, the absence will be unexcused. A student may not be excused
4 from a class in which subject matter is taught for which the State of Tennessee requires an examination for
5 state and federal accountability purposes.

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7 The principal shall excuse no more than ten (10) days each school year for students participating in non-
8 school-sponsored extracurricular activities. Partial days are cumulative.

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10 Knox County Schools
11 Attendance/Social Services Department Handbook
12 (*July 1995, 27 pages*)

13
14 Tennessee Department of Education
15 Student Membership and Attendance Procedures Manual
16 (*2018, 25 pages*)

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18 Tennessee State Board of Education Policy 4.100

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20 Zorach v. Clauson, 343 U.S. 306 (1952)

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