

Giles County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 02/07/19
		Rescinds: 6.200	Issued: 12/04/18

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

3 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

13 Student attendance records shall be given the same level of confidentiality as other student records. Only
14 authorized school officials with legitimate educational purposes may have access to student information
15 without the consent of the student or parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee. All
17 late check-ins and early checkouts accumulate into days absent. For the purpose of record keeping, late
18 check-ins and early checkouts are considered as tardies. Three (3) tardies will accumulate into 1 day
19 absent. Out of school suspensions must be recorded as an unexcused absence but cannot be used for the
20 calculation of days toward truancy.

21 All doctors, urgent care, practitioner, and parent notes for any absence must be turned into the school
22 within 5 days of the student's return to school. If not received within the timeframe, the absence is
23 denoted as unexcused. All excuses are subject to verification by the Principal and/or attendance clerk.
24 **Parents are responsible for ensuring notes are turned into the school.**

25 Excused absences shall include:⁴

- 26 1. Personal illness/injury; Hospitalization; Homebound;
27
28 a. Only five (5) days, whether consecutive or not can be excused by a parent note;

- 1 b. All absences due to an illness must be accompanied by a medical note.
- 2 c. After a student has five (5) days, not necessarily consecutive, of illness related
- 3 absences by a parent note, any future illness related absence must have a medical note
- 4 stating that the absence is medically necessary

- 5 2. Illness of immediate family member;
- 6 a. Immediate family member refers to a person's parents/guardian or sibling;
- 7 3. Death in the family;
- 8 4. Extreme weather conditions;
- 9 5. Religious observances;⁵
- 10 6. Pregnancy;
- 11 7. School-endorsed activities;
- 12 8. Summons, subpoena, or court order; or
- 13
- 14 9. Circumstances which in the judgment of the principal create emergencies over which the
- 15 student has no control.

16 The principal shall be responsible for ensuring that:⁶

- 17 1. Attendance is checked and reported daily for each class;
- 18
- 19 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 20 for the majority of the day;
- 21 3. All student absences are verified;
- 22 4. Written excuses are submitted for absences and tardiness; and
- 23 5. System-wide procedures for accounting and reporting are followed.

24 **TRUANCY**

25 *General*

26 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted
27 present. Students receiving special education services may attend part-time days, alternating days, or for
28 a specific amount of time as indicated in their Individualized Education Plan.

29 If a student is required to participate in a remedial instruction program outside of the regular school day
30 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences
31 from these programs shall be reported in the same manner.⁷

1 Students who are absent five (5) days without adequate excuse shall be reported to the director of
2 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
3 absence. The director of schools/ designee shall also comply with state law regarding the reporting of
4 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences,
5 then he/she is subject to referral to juvenile court.

6 The director of schools/designee shall develop appropriate administrative procedures to implement this
7 policy.

8 *Progressive Truancy Intervention Plan*⁸

9 3 unexcused absences – letter from school making families aware of absences including compulsory
10 attendance law and board policy

11 **Tier I - 4 unexcused absences**

12 Internal meeting at the school with the following components:

- 13 a) A conference with the student and the student's parent or guardian;
- 14 b) A resulting attendance contract to be signed by the student; the student's parent or guardian,
15 and principal/school counselor
 - 16 1. A description of the expectation for the student's attendance
 - 17 2. The period for which the contract is effective, not to exceed 1 school year
- 18 c) At least one follow-up meeting (can be done in person or by phone) to be scheduled (Must be
19 documented by the school)
- 20 d) For students with disabilities, an IEP/504 team review should determine if the absences are a
21 manifestation of the student's disability and, if so, are there accommodations in place to
22 address the issue.

23 5 unexcused absences – a letter from district making families aware of absences, along with the
24 compulsory attendance law and Progressive Truancy Intervention

25 **Tier II- 6 unexcused absences**

26 Saturday School- (Grades K-12)

- 27 a) Will include a component that addresses attendance and behavior
- 28 b) Students will have the opportunity to work on standard based instruction that was missed
29 during absences
- c) An individualized assessment by a school employee of the reasons a student has been absent
from school. This assessment may result in a referral to counseling, community-based services
or other services to address the student's attendance problems.

30 **Tier III- 7 unexcused absences**

31 External Truancy Board (made up of mental health and case management agencies, Youth Service
32 Officer, and School Resource Officer)

1 a) The external truancy board will decide if students need additional intervention or service placed
2 in the home. The external truancy board will decide if a petition/criminal summons needs to be
3 filed.

4 8 unexcused absences – Another letter from district making families aware of absences, along with the
5 compulsory attendance law and Progressive Truancy Intervention

6 **MILITARY SERVICE OF PARENT/GUARDIAN**

7 School principals shall provide students with a one-day excused absence prior to the deployment of and
8 a one-day excused absence upon the return of a parent or custodian serving active military service.

9 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
10 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
11 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
12 missed during these absences.⁹

13 **MAKE-UP WORK**

14 The length of time for completion of make-up work shall be two (2) days per day missed.

15 **STATE-MANDATED ASSESSMENT**

16 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or
17 must have been given an excused release by the principal prior to testing to receive an excused
18 absence. Students who have excused absences will be allowed to take a make-up exam. Excused
19 students will receive an incomplete in the course until they have taken the EOC exam.

20 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
21 be averaged into their final grade.

22 **CREDIT/PROMOTION DENIAL**

23 Credit/promotion denial determinations may include student attendance, however, student attendance
24 may not be the sole criterion.¹⁰ If attendance is a factor, prior to credit/promotion denial, the following
25 shall occur:

26 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion
27 denial due to excessive absenteeism.

28
29 2. Procedures in due process are available to the student when credit or promotion is denied.

30 **DRIVER'S LICENSE REVOCATION²**

31 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
32 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

1 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
2 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

3 **ATTENDANCE HEARING**¹¹

4 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
5 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
6 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or
7 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The
8 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if
9 the student has met attendance requirements that will allow him/her to pass the course or be promoted.
10 Upon notification of the attendance committee decision, the principal shall send written notification to
11 the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
12 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
13 appeal such action within two (2) school days to the director of schools/designee.

14 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

15 Within five (5) school days of the director of schools/designee rendering a decision, the student's
16 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
17 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
18 The action of the board shall be final.

19 The director of schools/designee shall ensure that this policy is posted in each school building and
20 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Students in Foster Care 6.505
- Student Records 6.600

