

ATTENDANCE

STUDENT ATTENDANCE EXPECTATIONS

The Rogersville City Board of Education believes that attendance and punctuality are key factors in achievement and therefore ALL students are expected to be present each day school is in session.

Attendance Law 49-6-3001, 49-6-3007, 49-6-3009

49-6-3001. School age – Entrance – Attendance – Withdrawal.

(c) (1) Every parent, guardian or legal custodian residing within this state having control or charge of any child between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. The LEA in which a transfer student seeks to enroll may require disclosure and copies of the student's records in accordance with the Family Education Rights and Privacy Act, including, but not limited to, disciplinary records from educational agencies where the student was previously enrolled. (The compulsory attendance law also applies to five year old children once they have attended school for six weeks. "[A] child may be withdrawn within six (6) weeks of initial enrollment without penalty." TCA 49-6-3007(g).)

49-6-3007. Attendance and truancy reports – Enforcement of compulsory attendance.

(e)

- (1) It is the duty of the principal or teacher of every public, private, or parochial school to report promptly to the director of schools or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.
- (2) Such director of schools shall thereupon serve, or cause to be served, upon the parent, guardian or other person in Tennessee in parental relation to such children unlawfully absent from school, written notice that attendance of such children at school is required. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.
 - (a) If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian or other person in parental relation has failed to comply with the provisions of this part, the director of schools, in the name of the local school system, shall report the facts of such unlawful attendance to the sheriff, constable, city police officer, district attorney general, or the foreman of the grand jury, who shall proceed against the parent, guardian or other person in parental relation in accordance with the provisions of this part, unless the parent, guardian or person having charge and control of the child shall at once place the child in some day school as aforementioned.
 - (f) The director of schools of any local school system, after written notice to the parent or guardian of a child, shall report a child who is habitually and unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county, each case to be dealt with in such manner as the judge may determine to be in the best interest of the child, consistent with the provisions of 37-1-132, 37-1-168, and 37-1-169 and in the event the child is adjudicated to be unruly, the judge may assess a fine of up to fifty dollars (\$50.00) or five hours of community service, in the discretion of the judge, against the parents or legal

guardians of children in kindergarten through grade twelve (K-12) if the child is absent more than five (5) days during any school year.

- (g) Except as otherwise provided by 49-6-3001 or 49-6-3005, the provisions of this section shall be applicable to children less than six (6) years of age and their parent, guardian, or other person in a parental relation when such parent, guardian, or other person in a parental relation has enrolled the child in any school which receives funding based on average daily membership; provided, that a child may be withdrawn within (6) weeks of initial enrollment without penalty.

49-6-3009. Penalty for violations. (Effective July 1, 2018)

- (a) Any parent, guardian, or other person who has control of child, or children, and who violates the provisions of this part commits a Class C misdemeanor.
- (b) Each day's unlawful absence constitutes a separate offense.
- (c) A director of schools or attendance supervisor shall devise and recommend, and the local board of education shall adopt, a progressive truancy intervention plan for students who violate compulsory attendance requirements prior to the filing of a truancy petition or a criminal prosecution for educational neglect. These interventions must be designed to address student conduct related to truancy in the school setting and minimize the need for referrals to juvenile court.
- (d) Progressive truancy intervention plans adopted by local boards of education pursuant to subsection (c) must be applied prior to referral to juvenile court as described in § 49-6-3007(e)(1). Progressive truancy intervention plans must meet the following requirements:
 - 1. Tier one of the progressive truancy intervention plan must include, at a minimum:
 - (A) A conference with the student and the parent, guardian, or other person having control of the student;
 - (B) A resulting attendance contract to be signed by the student, the parent, guardian, or other person having control of the student, and an attendance supervisor or designee. The contract must include:
 - (i) A specific description of the school's attendance expectations for the student;
 - (ii) The period for which the contract is in effect, and
 - (iii) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
 - (C) Regularly scheduled follow-up meetings, which may be with the student and the parent, guardian, or other person having control of the student to discuss the student's progress;
 - 2. Tier two must be implemented upon a student's accumulation of additional unexcused absences in violation of the attendance contract required under tier one. Tier two must include an individualized assessment by a school employee of the reasons a student has been absent from school, and if necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems; and

3. Tier three must be implemented if the truancy interventions under tier two are unsuccessful. Tier three may consist of one (1) or more of the following:
 - (A) School-based community services;
 - (B) Participation in a school-based restorative justice program;
 - (C) Referral to a school-based teen court; or
 - (D) Saturday or after school courses designed to improve attendance and behavior.
- (e) In-school suspension or out-of-school suspension must not be used as part of the progressive truancy intervention plans adopted by schools for unexcused absence from class or school.
- (f) Notwithstanding subsections (d) and (g), if the progressive truancy intervention plan is unsuccessful with a student and the school can document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan, the director of schools or designee may report the student's absences to the appropriate judge pursuant to subsection (g).
- (g) If an LEA has applied a progressive truancy intervention plan that complies with subsection (d) and interventions under the plan have failed to meaningfully address the student's school attendance, the director of schools, after written notice to the parent, guardian, or other person having control of the student, shall report the student who is unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county. Each case must be dealt with in such manner as the judge may determine to be in the best interest of the student, consistent with §§ 37-1-132, 37-1-168, and 37-1-169. In the event a student in kindergarten through grade twelve (K-12) is adjudicated to be unruly because the student has accumulated five (5) days or more of unexcused absences during any school year, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parent or legal guardian of the student.
- (h) Each referral to juvenile court for conduct described in subsection (g) and § 49-6-3007(h)(4)(D) must be accompanied by a statement from the student's school certifying that:
 1. The school applied the progressive truancy intervention plan adopted under subsection (d) for the student; and
 2. The progressive truancy interventions failed to meaningfully address the student's school attendance.
- (i) A court shall dismiss a complaint or referral made by an LEA under this section that is not made in compliance with subsection (h).
- (j) Notwithstanding any other law, each LEA having previously adopted an effective progressive truancy intervention program that substantially conforms to this section may present the intervention program to the commissioner of education for approval

in lieu of strict compliance with this section. If the commissioner does not approve the intervention plan, the LEA shall modify the plan according to the commissioner's recommendations and resubmit the revised plan for approval by the commissioner.

- (k) Each head of school of a nonpublic or church-related school shall recommend, and the governing board of the school shall adopt, a policy addressing compulsory attendance and truancy that describes the interventions that the school will employ for violations of the compulsory attendance laws. The policy shall provide that the director of schools or the attendance supervisor in the LEA where the student's home of record is located will be notified in the event that a student at a nonpublic or church-related school is expelled or withdraws from school.
- (l) Parents, guardians, or other persons having control of a student who is required to attend remedial instruction under § 49-6-3021 commit educational neglect, as defined in subsection (a), if the student is truant from the instruction.

SKYWARD Family Access

Studies show when schools and families work together to support learning, children do better in school. Rogersville City School continues to strengthen the important home/school partnership by providing parents with information that they need to help their students be successful.

Rogersville City School will provide parents/guardians with access to essential information about their students' work at school. RCS families will now be able to access information regarding their students' progress through the Internet. We use a student management program called Skyward that includes a Family Access Portal. **When you, as a parent or guardian, log-in, you have access to information about all of the students for which you are associated. Student Information, attendance records, class schedules, assignments, grades, discipline, and other information can be viewed through the Family Access Portal. You will also be contacted by phone, text, and/or email when your child is absent any time during the school day. Parents/Guardians will have the option(s) to choose how they wish to be contacted, or update information (phone numbers, address, etc) once logged in.**

Schools may also post announcements to Family Access. By using the Skyward Family Access Portal, the Rogersville City School District provides an online communication tool which can help you as a parent or guardian stay current with your students' progress. From an Internet connection at home, the workplace, your Smartphone, or any public library, you can view up-to-date information about student attendance and grades.

Students will have access to view their information online, as well. They will have a separate username and password than what parents/guardians have. You will receive a document with login information. Please go to www.rcschool.net and click on SKYWARD FAMILY ACCESS. You will be directed to the Skyward login page where you will enter your username and password. If you have not received your login information, please contact RCS at 272-7651.

ROGERSVILLE CITY SCHOOL ATTENDANCE POLICY & PROCEDURES

ABSENCES

Students participating in school-sponsored activities, whether on-or off campus, shall not be counted absent. In order to qualify as “school-sponsored”, the activity must be school-planned, school-directed, and teacher-supervised.

Absences shall be classified as excused, parental note, or unexcused as determined by the principal or his/her designee. **Students who accrue 20 excused or unexcused absences in an academic year shall be subject to retention. Also, students who accrue more than ten (10) unexcused absences during the school year, or miss a particular class more than ten (10) times may not be permitted to participate in fieldtrips, fun days, or extracurricular events. This will be decided by teachers and administrators on an individual basis.**

Excused absences shall include:

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates specified on the note will be excused as medical. If medical notes appear to be excessive, this may result in referral of the student to the Attendance Review Committee for further review.
2. Legal (Court, Attorney, Attendance Review Committee, etc....),
3. Death in the immediate family; (Immediate family shall include; parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student’s household.)
4. Religious observances
5. A one day absence for students whose parent or guardian is leaving for active military duty, and a one day absence for students whose parent or guardian is returning from active military duty.
6. Circumstances, which in the judgment of the principal creates emergencies over which the student has no control.

Parent Note absences shall include:

1. Personal illness,
2. Serious illness of immediate family member, (Immediate family shall include; parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student’s household.)
3. Family emergencies,
4. Checking out early (before 11:25 a.m.) or signing in late (after 11:25 a.m.) without excused absence documentation will count as 1 full parent note. Students must be present the majority (3 hours 31 minutes) of each day to be counted present for that day.
5. Circumstances which, in the judgment of the principal, warrant a parent note.

Students will be allowed eight (8) days Parental Note absence for the 2018-19 school year.

Parental Note absence above the limit of eight (8) days will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note, will be unexcused.

MAKE-UP WORK

Students will be allowed to make up all work missed unless suspended. Arranging to make up work missed is the responsibility of the student. Parents are encouraged to request their child's make up work when absent. Make-up work must be requested upon return from the absence and turned in according to the number of days absent (one day per day absent is allowed to turn in make-up work). A zero (0) will be recorded for all work a student fails to make up within time allotted. Please email your child's homeroom teacher or contact the office by 10:00 AM to request make up work.

ABSENTEE PROCEDURE:

A. Absence Note:

All notes to excuse an absence must be presented within five (5) **school days from the return of the** absence; however, notes may be accepted by the Truancy Review Board after the five (5) school day limit or if contacted by Rogersville City School. The first day back at school, a student should report to the office to present his/her note to the principal or designee.

All parental notes should contain the following information: student's full legal name, reason for absence, date of each day absent, daytime phone number of the parent, and parent's name (signature). All other notes must be on the stationery of the **doctor, dentist, judge, etc....** with the phone number and signature of the appropriate official. Each day absent or portion thereof must be listed on the note.

Per T.C.A. 49-6-3009, once a student accumulates three (3) unexcused absences, a student will be required to enter a 3-Tier Progressive Intervention Program to avoid truancy. This program is designed to promote and maintain acceptable attendance, and to ensure the academic success of each student. This program is also designed to use the Hawkins County Juvenile Court system as a last resort in avoiding truancy.

Rogersville City School 3-Tiered Progressive Truancy Intervention Plan

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled without appropriate permission or documentation. **For truancy purposes, five unexcused tardies (check-ins or check-outs) will count as one unexcused absence.** Additionally, per Tennessee Code Annotated 49-6-3007, a student who misses a total of five (5) or more unexcused days per school year will be considered truant.

Any student who accumulates two (2) unexcused absences will receive a warning letter from the school. Skyward will be checked daily to see if any letters were generated, and if so, those letters will be mailed that day. The letter will state that if the student accumulates a 3rd unexcused absence, the parent and child will be required to attend a meeting at the school. It will also state that upon receiving five (5) unexcused absences, the child is considered truant and may be referred to juvenile court.

Rogersville City School recognizes that an excessive amount of absences, excused or unexcused, will cause a student to become behind academically. Therefore, students who are on track to become chronically absent for the school year may also be required to go through this plan.

A 3-Tier Progressive Truancy Intervention program will be implemented as stated in Tennessee Code Annotated 49-6-3009. The intervention for Rogersville City School will be as follows:

Tier 1

Tier 1 is triggered when a student accumulates 3 unexcused absences. The school will schedule a conference with the parent to formulate a plan in hopes of avoiding any further unexcused absences. Preferably, the conference will be in person. If the parent is not reached on the first attempt, the school shall make at least 2 more documented attempts in the first 10 days of the child accumulating the 3rd unexcused absence. If the school is still unsuccessful at reaching the parent(s), the school shall meet without the parent(s) and send copies of paperwork (contracts) home with the child.

The principal or his/her designee will conduct the conference with the parent(s) and student if age appropriate. Those in attendance may also be: teacher, school nurse, guidance counselor, school health coordinator. During the conference the Tier 1 paperwork will be completed, and a plan will be developed and implemented for the student. The principal/designee will determine what supports are available for the family (if needed), and he/she would discuss the value of education with the family. Any unused parent notes or any doctors' notes may be accepted at this time, even if it is past the allowable 5 days to turn in a note. The principal or his/her designee will inform parent(s) if the child accumulates 5 unexcused absences, Tier 2 will begin and the child is considered truant and may be referred to juvenile court.

Tier 2

If the Tier 1 Intervention Plan is unsuccessful, and the student has 5 or more unexcused absences, Tier 2 is triggered. The same procedures as stated in Tier 1 shall be followed regarding scheduling the conference. An administrator will conduct the Tier 2 conference. Additional measures will be added to the plan developed in Tier 1. These additional measures may include conferences with the school counselor, conferences with school health coordinator, and/or check-in/check-out with a teacher. All Tier 2 paperwork must be completed. The administrator will inform parent(s) the next unexcused absence will trigger Tier 3. The child is considered truant and may be referred to juvenile court.

Tier 3

Tier 3 meetings will be conducted by the Rogersville City School Attendance Supervisor. Meetings will be held at the Juvenile Courtroom at the Justice Center in Rogersville.

Meeting notices requiring the student and parent to appear at the Tier 3 meeting will be mailed ten (10) calendar days prior to said meeting. A parent/guardian failing to attend this meeting or making other arrangements will be subject to a petition to juvenile court. Those in attendance may also be: teacher, school nurse, guidance counselor, or school health coordinator. The attendance policies of the Rogersville City Board of Education and the reasons for the student's unexcused absenteeism will be discussed at this meeting. Additional resources may be added to the intervention plan, or continuation of Tier 2 intervention strategies.

Students will be placed on probation at the conclusion of the meeting. Students will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year. If a student receives special education or 504 services a manifestation meeting must occur prior to the court date.

Once a student enters Tier 1, Tier 2, or Tier 3 of the Truancy Intervention Program, he/she will remain in this program for the remainder of the school year.

B. Late Arrivals:

Students arriving late to school must sign in at the office. ALL students **must** be accompanied by their parent/guardian for safety reasons. Students should present a note to the office or the parent may sign the student in on the designated sign-in sheet. All parent sign-ins will be counted as parental notes (if they meet the guidelines for a parental note) unless a doctor, dentist, or legal note is presented. **Students entering school late will be given a daily attendance code of R (unexcused tardy) or T (excused tardy) depending on the documentation presented in each period the child is absent on the particular day.**

C. Early Dismissal:

ALL students **must** be signed out in the Principal's office by the parent/guardian or emergency designee. Verification of identity may be required. The sign-out sheet should be completely filled out and signed by the responsible person. All requests should be in note form signed by the parent/guardian with the following information: student's full legal name, daytime phone number where the parent can be reached for verification, and time to be dismissed. All requests will be verified. Requests for early dismissal will not be accepted by phone if the identity of the person calling cannot be verified. Early dismissals less than half of the school day will be counted as unexcused until a note is presented from a doctor, dentist, or other legal person. Early dismissals more than half a day will be counted as an excused parent note (if available). These procedures will allow the school to avoid unnecessary interruptions, and help insure the safety of your son/daughter. **Students leaving school early will be given a daily attendance code of L (excused left early) or M (unexcused left early) depending on the documentation presented in each period the child is absent on the particular day.**

D: Excessive Unexcused Tardies/Early Dismissals

The instructional day at RCS is seven (7) hours. In order to make the most of instructional time, it is necessary that students be in class and ready to work when the homeroom bell rings. Students arriving after 7:55 a.m. are considered tardy and must check in the office. The following number of unexcused tardies/early dismissals (in any combination) during the current 9-week grading period will result in the following discipline procedures:

3 unexcused tardies/early dismissals = 1 day lunch detention

4 unexcused tardies/early dismissals = 2 days lunch detention

5 unexcused tardies/early dismissals = 1 day after school detention

6 unexcused tardies/early dismissals = 1 day In School Suspension

7 unexcused tardies/early dismissals = Meeting with parents, student(s), and administration

Tardy/Early dismissal consequences will be administered the third, sixth, and ninth week of each grading period. Extreme circumstances will be considered immediately. **The same procedures will be used for unexcused early dismissals.** Some examples of unexcused tardies are: overslept, just late, traffic, brother was sick, flat tire, transportation problem, etc. If you have any questions please contact RCS at 272-7651.

The 9-week grading periods are: (1st) August 13, 2018 – October 22, 2018 (2nd) October 23, 2018 – January 14, 2019 (3rd) January 15, 2019 – March 26, 2019 (4th) March 27, 2019 – May 31, 2019

Five (5) unexcused late arrivals (unexcused enters), unexcused early dismissals (unexcused lefts), or any combination thereof will equal one (1) day's unexcused absence for truancy purposes. When a student accumulates 3 unexcused absences, the 3-Tier Truancy Intervention Program will be initiated (T.C.A. 49-6-3009).

E. CHRONIC ABSENTEEISM

During the 2018-19 school year, chronic absenteeism will be a part of district and school accountability for RCS. The measure will be called the Chronically Out-of-School Indicator. This indicator will be based on what research calls chronic absenteeism, which is **defined as a student missing 10 percent or more of the days the student is enrolled-for any reason, including excused absences and out-of-school suspensions.** Excessive absences from school represent lost instructional time for a student. The department of education encourages districts and schools to carefully review attendance data throughout the school year to ensure supports are in place to maximize learning time for all students.

In order to be successful in addressing chronic absenteeism, it is important that we view attendance as more than a legal or compliance issue and try to understand what factors may be contributing to a student's absences. Furthermore, we can best serve students by viewing attendance as an opportunity to learn and chronic absences as an indication of barriers or conditions that are limiting that opportunity. Throughout the school year, you will receive letters if your child is missing 10% or more of school, and possibly be required to attend meetings to discuss absences. A child who misses an average of two (2) days per month, or eighteen (18) days per school year will be considered chronically absent. Please visit <https://www.tn.gov/education/student-support/chronic-absenteeism.html> for more information.

F. Request for Pre-Arranged Absences:

Absences for other reasons than the above may be excused at the discretion of the principal if proper documentation (form in office) is presented for consideration at least ten (10) days in advance (a phone call is not sufficient). If approved with the principal's signature, the form is taken by the student to all of his/hers classes for the teacher's signature prior to the absence. This will allow the student to stay current with his/her academics; furthermore, parent notes will be used for the absences requested. If parent notes are unavailable, the principal will consider the following: overall attendance rate (96% or higher), strong academic records, work habits of the student, nature of the absence, disciplinary record, etc. Current and prior year's history will also be used when considering the request. All requests are approved on a case-by-case basis.

H. Excellent/Perfect Attendance

Excellent Attendance for recognition by the school and system will be defined as: A student will have been present at least half of the state minimum school day for every school day during the 2018-19 school year and will have missed **less than seven (7) hours cumulative** (sign-ins and sign-outs).

Perfect Attendance for recognition by the school and system will be defined as: A student will have been present 7 hours every school day, and will have missed **zero (0)** time of school throughout the 2018-19 school year.

All students who meet the above criteria for the entire school year will receive a certificate, along with other gifts of accomplishment from Rogersville City School recognizing this achievement.

I. Grievance Procedure for Attendance

If a parent/guardian feels he/she has been granted an unexcused absence, tardy, or early dismissal unjustly, he/she shall first discuss the matter with the principal. If the unexcused absence in question is not resolved, the parent has the right to appeal through the Director of Schools.

I have read, or the above has been explained to me in a manner that is acceptable, the laws governing attendance in the state of Tennessee, the Attendance Policy requirements of Rogersville City School, and other important information to help my child be successful. I attest by my signature below that I do understand what I have read or that which has been explained to me, and do hereby agree to comply with all said laws and policies.

Date: _____

Parent(s) Signature: _____

Student Signature: _____