

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 01/23/17
		Rescinds: 6.200	Issued: 09/21/15

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

11 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
12 Excused absences shall include, but not be limited to, the following:

- 13 1. Personal illness or illness of immediate family member;
- 14 2. Injury;
- 15 3. Homebound;
- 16 4. Hospitalization;
- 17 5. Pregnancy;
- 18 6. Death in the family;
- 19 7. Extreme weather conditions;
- 20 8. Religious observances;⁴
- 21 9. Military service of parent or guardian;
- 22 10. School sponsored or school endorsed activities;⁷

- 1 11. Summons, subpoena, or court order; or
- 2 12. Extenuating circumstances which in the judgment of the principal create emergencies over
- 3 which the student has no control, determined on a case-by-case basis.

4 The principal shall be responsible for ensuring that:⁵

- 5 1. Attendance is checked and reported daily for each class;
- 6
- 7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 8 for the majority of the day;
- 9 3. All student absences are verified;
- 10 4. Written excuses are submitted for absences and tardiness, and if necessary, verification may
- 11 be required from an official or other source to justify absences; and
- 12 5. System-wide procedures for accounting and reporting are followed.

13 **TRUANCY**

14 Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major

15 portion of any class, study hall or activity during the school day for which the student is scheduled.

16 Students who are absent five (5) days without adequate excuse shall be reported to the director of

17 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's

18 absences.⁵ The director of schools/designee shall also comply with state law regarding the reporting of

19 truant students to the proper authorities.⁵ In addition, the principal/designee shall initiate meaningful

20 communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s)

21 of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate

22 additional services designed to improve the student's attendance.¹¹

23 Students who are absent eight (8) days without adequate excuse will be reported to the principal/

24 designee who will provide written notice to the parent(s)/guardian(s) of the student's absences.

25 Meaningful communication shall be initiated again with the student and parent(s)/guardian(s) to attempt

26 to determine the reason for continued absences. If deemed necessary, the need for services will be

27 assessed again and will be allocated if the services could potentially contribute to improved attendance.

28 Upon notification that a student has been absent ten (10) days without adequate excuse, the

29 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) and/or

30 initiate meaningful communication to determine the appropriate services needed to improve the student's

31 attendance. The principal/attendance supervisor shall document all communication attempts and refine

32 the attendance plan as needed.¹¹

33 If a student is required to participate in a remedial instruction program outside of the regular school day

34 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences

35 from these programs shall be reported in the same manner.⁶

1 The board shall determine annually and include in the school calendar a plan for using three (3)
2 abbreviated school days and the procedures for making up missed instructional days. In addition, the
3 board shall determine annually whether to use flexible scheduling for kindergarten students.

4 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

7 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
8 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
9 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
10 missed during these absences.⁸

11 **MAKE-UP WORK**

12 All missed class work or tests with the exception of End of Course Exams (whether from excused or
13 unexcused absence) may be made up provided the student makes the request immediately upon
14 returning to school and provided class time is not taken from other students.

15 **STATE-MANDATED TESTS/END OF COURSE EXAMS**⁹

16 Students who are absent the day of scheduled End of Course Exams must present a signed doctor's excuse
17 or 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 developed by the
19 teacher that will count as 15% of their grade [or] excused students will receive an incomplete in the
20 course until they have taken the End of Course Exam.

21 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
22 be averaged into their final grade at 15%.

23 **CREDIT/PROMOTION DENIAL**

24 Credit/promotion denial determinations may include student attendance for those students with excessive
25 (more than 5) unexcused absences; however, student attendance may not be the sole criterion.¹⁰
26 However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

27

28 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
29 to excessive absenteeism; and

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

31

32 **ATTENDANCE HEARING**¹¹

33 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
34 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If

- 1 the student chooses to appeal, the student or their parent(s)/guardian(s) shall be provided written or actual
2 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
3 will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student
4 has met attendance requirements that will allow him/her to pass the course or be promoted.⁸ Upon
5 notification of the attendance committee decision, the principal shall send written notification to the
6 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
7 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
8 appeal such action within two (2) school days to the director of schools/designee.
- 9 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 10 Within five (5) school days of the director of schools/designee rendering a decision, the student's
11 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the records.
12 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
13 The action of the board shall be final.
- 14 The director of schools/designee shall ensure that this policy is posted in each school building and
15 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 USCS § 1232g
4. TRR/MS 0520-01-03-.03(16); TCA 49-6-2904(b)(5)
5. TCA 49-6-3007
6. TCA 49-6-3021
7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
8. TCA 49-6-3019
9. TRR/MS 0520-01-03-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

Cross References

- Extracurricular Activities 4.300
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs & Holidays 4.803
Student Records 6.600