

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 11/09/15
		Rescinds: 6.200	Issued: 07/14/14

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each
2 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 5. Notifying the Department of Safety whenever a student with a driver's permit or license
11 withdraws from school.²

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

15 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
16 designee. Excused absences shall include:

- 17 1. Personal illness;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;⁴
- 22 6. College visits;
- 23 7. Pregnancy;
- 24 8. School sponsored or school endorsed activities⁷
- 25 9. Summons, subpoena, or court order; or
- 26 10. Circumstances which in the judgment of the principal create emergencies over which the student
27 has no control.

28 The principal shall be responsible for ensuring that: ⁵

- 29 1. Attendance is checked and reported daily for each class;
- 30 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
31 the majority of the day;
- 32 3. All student absences are verified;

- 1 4. Written excuses are submitted for absences and tardiness;
- 2 5. System-wide procedures for accounting and reporting are followed.

3 **TRUANCY**

4 Truancy is defined as an absence for an entire school day, a major portion of the school day or the ma-
5 jor portion of any class, study hall or activity during the school day for which the student is scheduled.

6 Students who are absent five (5) days without adequate excuse shall be reported to the superintendent or
7 designee who will, in turn, provide written notice to the parents/guardians of the student's absence.⁵ The
8 superintendent shall also comply with state law regarding the reporting of truant students to the proper
9 authorities.⁵ In addition, the principal/designee shall initiate meaningful communications with the
10 student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused
11 absences. The principal/designee shall then develop an attendance plan and coordinate additional
12 services designed to improve the student's attendance.¹¹

13 Upon notification that a student has been absent ten (10) days without adequate excuse, the
14 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine
15 the appropriate services needed to improve the student attendance. The principal/designee shall
16 document all communication attempts and refine the attendance plan as needed.¹¹

17 If a student is required to participate in a remedial instruction program outside of the regular school day
18 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences
19 from these programs shall be reported in the same manner.⁶

20 The Board shall determine annually and include in the school calendar a plan for using three (3) abbre-
21 viated school days and the procedures for making up missed instructional days. In addition, the Board
22 shall determine annually whether to use flexible scheduling for kindergarten students.

23 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

30 **MAKE-UP WORK**

31 Students will be allowed one additional day for each excused absence to complete make up work for full
32 credit. Tests and graded assignments that were assigned prior to the absences shall be completed or
33 turned in the day the student returns to school. Request for exceptions to this policy based on
34 extraordinary circumstances shall be made first to the classroom teacher then to the principal for any
35 final decisions.

36

1 STATE-MANDATED TESTS/END OF COURSE EXAMS ⁹

2 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
3 excuse or must have been given an excused release by the principal prior to testing to receive an excused
4 absence. Excused students will receive an incomplete in the course until they have taken the End of
5 Course Exam.

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

8 CREDIT/PROMOTION DENIAL

9 Credit/promotion denial determinations may include student attendance, however, student attendance
10 may not be the sole criterion.¹⁰ However, if attendance is a factor, prior to credit/promotion denial, the
11 following shall occur:

- 12 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to
13 excessive absenteeism.
- 14 2. Procedures in due process are available to the student when credit or promotion is denied.

15 DRIVER'S LICENSE REVOCATION ²

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

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

20 ATTENDANCE HEARING

21 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
22 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
23 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual
24 notice of the appeal hearing and shall be given the opportunity to address the committee. An attendance
25 committee appointed by the principal will conduct a hearing to determine if any extenuating
26 circumstances exist or to determine if the student has met attendance requirements that will allow
27 him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the
28 principal shall send written notification to the superintendent/designee and the parent(s)/guardian(s) of
29 the student of any action taken regarding the excessive unexcused absences. The notification shall advise
30 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the superintendent
31 /designee.

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

33 Within five (5) school days of the superintendent/designee rendering a decision, the student's
34 parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the

- 1 review, the Board may affirm or overturn the decision of the superintendent /designee. The action of
- 2 the Board shall be final.

- 3 The superintendent/designee shall ensure that this policy is posted in each school building and
- 4 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-.03(16); TCA 49-6-2904
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
8. TCA 49-6-3019
9. TRR/MS 0520-1-3-.06(1)(d)(2)
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17