

# McNairy County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Voluntary Pre-K Attendance</b>	Descriptor Code: <b>6.2011</b>	Issued Date: <b>10/19/17</b>
		Rescinds:	Issued:

1 The board may establish an early childhood education program to address the educational needs of  
2 eligible four-year old children. The program will provide educational services in accordance with state  
3 law and the policies, rules, and regulations of the state board of education and the department of  
4 education.<sup>1</sup>

5 While enrollment in an approved pre-kindergarten program is voluntary<sup>2</sup>, attendance is a key factor in  
6 student achievement; therefore, students are expected to be present each day school is in session.

## 7 **EXCUSED ABSENCES**

8 Absences shall be classified as either excused or unexcused as determined by the site-level  
9 administrator. Excused absences shall include, but not be limited to:

- 10 1. The child has a personal illness or injury;
- 11
- 12 2. The child has other ongoing health related ailments which temporarily prevent attendance;
- 13
- 14 3. The child contracts a communicable disease (virus or flu);
- 15
- 16 4. Religious observances;
- 17
- 18 5. Death in the family; and
- 19
- 20 6. Limited medical/dental/therapy appointments.

## 21 **UNEXCUSED ABSENCES**

22 Students who have four (4) or more unexcused absences within one (1) month shall be reported to the  
23 site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine  
24 the child's participation status in the program. The site-level administrator shall document all  
25 communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

26 Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to  
27 the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and  
28 develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school  
29 personnel. The attendance plan shall:

- 30 1. Identify the reasons for the absences;

- 1           2. Include a specific plan and date for establishing regular attendance or alternative services that  
2           meet the student’s educational goals; and  
3  
4           3. Include the documentation of services and student outcomes to determine the effectiveness of  
5           the attendance plan.

## 6    **DISMISSAL**

7    Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year  
8    without adequate excuse may be terminated from the program. The site-level administrator shall  
9    submit dismissal documentation to the Department of Education’s Voluntary Pre-K director for  
10   approval.

11   The district shall not dismiss a student without first implementing an attendance plan, unless there are  
12   special circumstances approved by the state VPK director.

13   Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the  
14   vacant position.

15   The student may re-enter the program after a 30-day waiting period and a parent conference if there are  
16   any available vacancies.

## 17   **DISTRICT VOLUNTARY PRE-K CONTACT**

18           Dr. Brian D. Jackson  
19           VPK Director  
20           731-645-8257

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### Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

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### Cross References

Attendance 6.200