

Hardeman County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 11/09/17
		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.¹

5 While enrollment in an approved pre-kindergarten program is voluntary², 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 Monica Shaw, Ed.S.
19 Assistant Director Grades Pre-K – 3
20 731-658-2510

Legal References

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

Cross References

Attendance 6.200