

Franklin County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 06/20/22
		Rescinds: 6.200	Issued: 07/12/21

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school;
- 11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license; and
- 13
- 14 5. Notifying the Department of Safety whenever a student with a driver's permit or license
15 withdraws from school or fails to maintain satisfactory academic progress.²

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

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
20 Excused absences shall include:⁴

- 21 1. Personal illness/injury;
- 22
- 23 2. Illness of immediate family member;
- 24
- 25 3. Death in the family;
- 26
- 27 4. Extreme weather conditions;
- 28

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School-endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

23 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
24 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
25 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
26 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
27 considered present for school attendance purposes. If a student is required to participate in a remedial
28 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
29 and the school district provides transportation, unexcused absences from these programs shall be
30 reported in the same manner.⁷

31 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
32 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
33 absence. If a parent/guardian does not provide documentation within adequate time excusing those
34 absences or request an attendance hearing, then the Director of Schools shall implement tier two of the
35 progressive truancy plan described below prior to referral to juvenile court.

36 *Progressive Truancy Plan*⁸

37 The progressive truancy plan shall apply to all students within the district and include schoolwide
38 prevention-oriented supports to assist with satisfactory attendance.

39 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
40 implemented.

1 Tier I

2 Each school will be responsible for implementing school-wide prevention-oriented supports for student
3 attendance to possibly include, but not limited to, stressing the importance of consistent daily
4 attendance, noting a clear distinction between excused and unexcused absences and the ramifications,
5 and positive recognition for perfect attendance. This information shall be included in the beginning of
6 year information for parents; it may also be posted on each school's web-site.

7 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
8 unexcused absences, but before referral to juvenile court, and includes the following:

- 9 1. A conference with the student and the student's parent(s)/guardian(s);
- 10 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
11 and the Attendance Supervisor/designee. The contract shall include:
 - 12 a. A specific description of the school's attendance expectations for the student;
 - 13 b. The period for which the contract is effective; and
 - 14 c. Penalties for additional absences and alleged school offenses, including additional
15 disciplinary action and potential referral to juvenile court.
- 16 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 17 4. A school employee shall conduct an individualized assessment detailing the reasons a student
18 has been absent from school. The employee may refer the student to counseling, community-
19 based services, or other services to address the student's attendance problems.

20 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
21 consist of a team formed at each school will review the attendance contract and interventions. This team
22 will adjust the plan as needed so that it meets the student's needs and verify that all interventions are age
23 appropriate. Finalized plans shall be approved by the Director of Schools/designee.

24 MAKE-UP WORK

25 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
26 the student makes the request immediately upon returning to school and provided class time is not
27 taken from other students.

28 STATE-MANDATED ASSESSMENT

29 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
30 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
31 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
32 Excused students will receive an incomplete in the course until they have taken the EOC exam.

33 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
34 averaged into their final grade.

1 **CREDIT/PROMOTION DENIAL**

2 Credit/promotion denial determinations may include student attendance; however, student attendance
3 may not be the sole criterion.⁹ If attendance is a factor prior to credit/promotion denial, the following
4 shall occur:

- 5 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
6 credit/promotion denial due to excessive absenteeism; and
7
8 2. Procedures in due process are available to the student when credit or promotion is denied.

9 **DRIVER'S LICENSE REVOCATION²**

10 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
11 semester shall be ineligible to retain a driver's permit or license.

12 **ATTENDANCE HEARING¹⁰**

13 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
14 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
15 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
16 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
17 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
18 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
19 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
20 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
21 of any action taken regarding the excessive unexcused absences. The notification shall advise
22 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
23 Schools/designee.

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

25 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
26 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
27 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
28 The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600