

Crockett County Board of Education

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| Monitoring: Review: Annually, in March | Descriptor Term: Attendance | Descriptor Code: 6.200 | Issued Date: 07/01/21 |
| | | Rescinds: | Issued: |

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 Tier I of the progressive truancy plan shall apply to all students within the district and include
38 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
39 include, but are not limited to, after 3 unexcused absences, the parent/guardian will receive a letter
40 from the school making them aware of the student's current absences and including a copy of the
41 compulsory attendance law and board policy.

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

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
- 4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
7
 - 8 a. A specific description of the school's attendance expectations for the student;
 - 9 b. The period for which the contract is effective; and
 - 10 c. Penalties for additional absences and alleged school offenses, including additional
11 disciplinary action and potential referral to juvenile court.
- 12
- 13 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 14
- 15 4. A school employee shall conduct an individualized assessment detailing the reasons a student
16 has been absent from school. The employee may refer the student to counseling, community-
17 based services, or other services to address the student's attendance problems.

18 Tier III shall be implemented after the student accumulates seven (7) unexcused absences. Tier III shall
19 consist of the following interventions:

20 The student will be referred to the County Truancy Board where the student and
21 parents/guardians are required to appear. This Board has the ability to assign school-based
22 community service such as Crockett Youth Academy. Elementary students can have their Social
23 Probation time extended. The interventions shall address students' needs in an age-appropriate
24 manner. Finalized plans shall be approved by the Director of Schools/designee.

25
26 Any additional absence will result in a referral to the Juvenile court for the student and possible
27 criminal charges being filed against the parent(s)/guardian(s).

28 29 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

30 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
31 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
32 absences each school year. No later than seven (7) business days prior to the student's absence, the
33 student shall provide documentation to the school as proof of the student's participation along with a
34 written request for the excused absence from the student's parent/guardian. The request shall include
35 the following:

- 36 1. Student's name and personal identification number;
- 37
- 38 2. Student's grade;
- 39

- 1 3. The dates of the student's absence;
- 2
- 3 4. The reason for the student's absence; and
- 4
- 5 5. The signatures of the student and parent/guardian.

6

7 **MAKE-UP WORK**

8 Refer to handbooks for grades K-12.

9 **STATE-MANDATED ASSESSMENT**

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

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

16 **CREDIT/PROMOTION DENIAL**

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

- 20 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
21 credit/promotion denial due to excessive absenteeism; and
22
- 23 2. Procedures in due process are available to the student when credit or promotion is denied.

24 **DRIVER'S LICENSE REVOCATION²**

25 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
26 semester or fails to maintain satisfactory academic progress shall be ineligible to retain a driver's permit
27 or license.

28 In order to qualify for reclaiming a driver's permit or license, the student shall return to school and make
29 a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent
30 grading period.

31 **ATTENDANCE HEARING¹⁰**

32 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
33 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
34 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided

- 1 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
 2 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
 3 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
 4 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
 5 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
 6 of any action taken regarding the excessive unexcused absences. The notification shall advise
 7 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
 8 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 record.
 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.

 Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
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; Public Acts of 2021, Chapter No. 223
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