

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date:
		Rescinds:	Issued:

1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the Board
3 desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns
4 which have not advanced through the proper administrative procedure from the point of origin. If all steps of
5 the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall
6 be referred in writing to the office of the superintendent and the Board shall determine whether to hear the
7 appeal.

8 **APPEARING BEFORE THE BOARD**

9 Individuals desiring to appear before the Board must submit a written request with descriptive materials to the
10 office of the superintendent **three (3) work days** before the meeting. If the request is approved by the Executive
11 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the
12 beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All
13 requests submitted will be included in the board packet.

14 If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided
15 before the beginning of the board meeting to request time to speak. Delegations must select only one individual
16 to speak on their behalf unless otherwise determined by the Board.

17 The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in
18 the public interest. A majority vote of members present can overrule the decision of the chair.

19 Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual
20 board members or staff members only upon approval of the chair. Each person speaking shall state his name,
21 address, and subject of presentation. Remarks will be limited to **two (2)** minutes unless time is extended by the
22 Board. The chair shall have the authority to terminate the remarks of any individual who is disruptive or does
23 not adhere to Board rules.¹

24 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office
25 of the superintendent.
26

Legal References

1. TCA 39-17-306

Cross References

School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds:	Issued:

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each 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.
13 Only authorized school officials with legitimate educational purposes may have access to student
14 information 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
27 student 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;
- 33 4. Written excuses are submitted for absences and tardiness;
- 34 5. System-wide procedures for accounting and reporting are followed.

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1 TRUANCY

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

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

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

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

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

21 MILITARY SERVICE OF PARENT/GUARDIAN

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

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

28 MAKE-UP WORK

29 Students will be allowed one additional day for each excused absence to complete make up work for
30 full credit. Tests and graded assignments that were assigned prior to the absences shall be completed
31 or turned in the day the student returns to school. Requests for exceptions to this policy based on
32 extraordinary circumstances shall be made to the building principal.

33 STATE-MANDATED TESTS/END OF COURSE EXAMS⁹

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

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

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2 **CREDIT/PROMOTION DENIAL**

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

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

9 **DRIVER'S LICENSE REVOCATION**²

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

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

15 **ATTENDANCE HEARING**

16 An attendance committee appointed by the principal will conduct a hearing to determine if any extenu-
17 ating circumstances exist or to determine if the student has met attendance requirements that will allow
18 him/her to pass the course or be promoted. Upon notification of the attendance committee decision,
19 the principal shall send written notification to the **superintendent**/designee and the parent(s)/guardian(s)
20 of the student of any action taken regarding the excessive unexcused absences. The notification shall
21 advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the
22 **superintendent**/designee.

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

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

28 The **superintendent**/designee shall ensure that this policy is posted in each school building and
29 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

 Cross References

Extracurricular Activities 4.300
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs 4.803
Student Records 6.600

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