

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/14/14</b>
		Rescinds: <b>6.200</b>	Issued: <b>06/03/14</b>

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:<sup>1</sup>

- 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.<sup>2</sup>

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.<sup>3</sup>

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;<sup>4</sup>
- 22 6. College visits;
- 23 7. Pregnancy;
- 24 8. School sponsored or school endorsed activities<sup>7</sup>
- 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:<sup>5</sup>

- 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.

## 35 TRUANCY

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

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

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

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

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

## 20 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

## 27 **MAKE-UP WORK**

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

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## 34 **STATE-MANDATED TESTS/END OF COURSE EXAMS**<sup>9</sup>

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

39 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
40 be 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.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
4 following shall occur:

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

## 8 DRIVER'S LICENSE REVOCATION<sup>2</sup>

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

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

## 14 ATTENDANCE HEARING

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

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

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

31 The superintendent/designee shall ensure that this policy is posted in each school building and  
32 disseminated to all students, parents, teachers and administrative staff.

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### 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
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