

Oneida Special Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/07/17
		Rescinds: 6.200	Issued: 09/01/16

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/designee.
16 Excused absences shall include:⁴

- 17 1. Personal illness/injury;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;⁵
- 22 6. **College visits**;
- 23 7. Pregnancy;

Comment [P1]: I recommend removing college visits and school-sponsored activities from the list of excused absences. Per State Board of Education 4.100, students should be considered as present when participating in school-sponsored activities. As to college visits, these absences by students can be considered as present if the board adopts a corresponding policy. I have attached our model policy 6.2001 that speaks to this topic.

1 8. ~~School sponsored~~ or school endorsed activities;⁶

2 9. Summons, subpoena, or court order; or

3 10. Circumstances which in the judgment of the principal create emergencies over which the
4 student has no control.

5 The principal shall be responsible for ensuring that:⁷

6 1. Attendance is checked and reported daily for each class;

7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
8 for the majority of the day;

9 3. All student absences are verified;

10 4. Written excuses are submitted for absences and tardiness; and

11 5. System-wide procedures for accounting and reporting are followed.

12 TRUANCY

13 Truancy is defined as an absence for an entire school day, a major portion of the school day, or the
14 major portion of any class, study hall or activity during the school day for which the student is
15 scheduled.

16 Students who are absent five (5) days without adequate excuse shall be reported to the director of
17 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
18 absence.⁷ The director of schools/designee shall also comply with state law regarding the reporting of
19 truant students to the proper authorities.⁷ ~~In addition, the principal/designee shall initiate meaningful
20 communications with the student and parent(s)/guardian(s) in order to determine the underlying
21 cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and
22 coordinate additional services designed to improve the student's attendance.⁸~~

23 ~~Upon notification that a student has been absent ten (10) days without adequate excuse, the
24 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to
25 determine the appropriate services needed to improve the student attendance. The principal/designee
26 shall document all communication attempts and refine the attendance plan as needed.⁸~~

27 If a student is required to participate in a remedial instruction program outside of the regular school
28 day where there is no cost to the parent(s) and the school system provides transportation, unexcused
29 absences from these programs shall be reported in the same manner.⁹

30 The board shall determine annually and include in the school calendar a plan for using three (3)
31 abbreviated school days and the procedures for making up missed instructional days. In addition, the
32 board shall determine annually whether to use flexible scheduling for kindergarten students.

Comment [P2]: I recommend removing this language due to this now being covered by the progressive truancy intervention plan. Instead, I recommend inserting the following: " If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court."

Comment [P3]: I recommend removing this language as this is now covered by the progressive truancy intervention plan.

Progressive Truancy Intervention Plan⁸

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

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

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

1 1. Student's name and personal identification number;

2
3 2. Student's grade;

4
5 3. The dates of the student's absence;

6
7 4. The reason for the student's absence; and

8
9 5. The signatures of the student and parent/guardian.

10 **RELEASED TIME COURSE¹⁰**

11 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
12 one (1) class period per school day. Students shall not be excused during any class which requires an
13 examination for state or federal accountability purposes.

14 The student shall submit a written consent form signed by the student's parent/guardian prior to
15 participation in the released time course. The principal/designee shall document the approval in
16 writing. The student shall provide documentation to the principal/designee as proof of the student's
17 participation in the released time course.

18 The district shall not be responsible for transporting students to and from the place of instruction.

19 Upon submission of the student's transcript from the entity that provided the released time course, the
20 student may be awarded one-half (1/2) unit of elective credit.

21 The Director of Schools shall develop procedures with secular criteria for determining whether credit
22 shall be awarded.

23 ~~**MILITARY SERVICE OF PARENT/GUARDIAN**~~

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

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

30 **MAKE-UP WORK**

31 Each school has a detailed policy in regard to make-up work. Please see school handbooks for details.

32 **STATE-MANDATED TESTS/END OF COURSE EXAMS¹¹**

33 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
34 excuse or must have been given an excused release by the principal prior to testing to receive an
35 excused absence. Students who have excused absences will be allowed to take a make-up exam that

Comment [P4]: The board can certainly choose to keep this language; however, if the board is planning to adopt model policy 6.506 (Students from Military Families) in the future, this language is covered in 6.506 and could be deleted from 6.200. I have attached model policy 6.506 for reference.

1 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
2 have taken the End of Course Exam.

3 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
4 be averaged into their final grade at 15%.

5 **CREDIT/PROMOTION DENIAL**

6 Credit/promotion denial determinations may include student attendance, however, student attendance
7 may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the
8 following shall occur:

9 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
10 to excessive absenteeism.

11 2. Procedures in due process are available to the student when credit or promotion is denied.

12 **DRIVER'S LICENSE REVOCATION**²

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

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

18 **ATTENDANCE HEARING**⁸

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

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

31 Within five (5) school days of the director of schools/designee rendering a decision, the student's
32 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
33 Following the review, the board may affirm or overturn the decision of the director of
34 schools/designee. The action of the board shall be final.

- 1 The director of schools/designee shall ensure that this policy is posted in each school building and
2 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCS § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(16); TCA 49-6-2904(b)(5)
6. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
7. TCA 49-6-3007
8. TRR/MS 0520-01-02-.17
9. TCA 49-6-3021
10. TCA 49-6-3019
11. TRR/MS 0520-01-03-.06(1)(d)(2)
12. TCA 49-2-203(b)(7)

Cross References

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

Items listed in **RED** will be removed from Policy

Items listed in **YELLOW** will be added to policy