

Newport City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/16/18
		Rescinds: 6.200	Issued: 05/16/16

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session. The Director of Schools/designee shall develop appropriate administrative
3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

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

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

- 19 1. Personal illness/injury;
- 20
- 21 2. Illness of immediate family member;
- 22
- 23 3. Death in the family;
- 24
- 25 4. Extreme weather conditions;
- 26
- 27 5. Religious observances;⁵
- 28
- 29 6. College visits;
- 30

- 1 7. Pregnancy;
- 2
- 3 8. School sponsored or school endorsed activities;⁶
- 4
- 5 9. Summons, subpoena, or court order;
- 6
- 7 10. Circumstances which in the judgment of the principal create emergencies over which the
- 8 student has no control; or
- 9
- 10 11. Three parent/guardian notes per semester.

11 The attendance supervisor/designee shall be responsible for ensuring that:⁷

- 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 *General*

24 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
25 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
26 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
27 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
28 considered present for school attendance purposes.⁸ If a student is required to participate in a remedial
instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
and the school system provides transportation, unexcused absences from these programs shall be
reported in the same manner.⁹

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

34 *Progressive Truancy Intervention Plan*¹⁰

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

1 Tier I

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

- 3 1. A conference with the student and the student's parent(s)/guardian(s). If unable to attend in
4 person, the student's parent(s)/guardian(s) may attend via phone;
5
- 6 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
7 and an attendance supervisor or designee. The contract shall include:
8
 - 9 a. A specific description of the school's attendance expectations for the student;
 - 10 b. The period for which the contract is effective; and
 - 11 c. Penalties for additional absences and alleged school offenses, including additional
12 disciplinary action and potential referral to juvenile court;
 - 13 d. Attendance report along with copy of contract provided to the parent/guardian; and
14
- 15 3. Regularly scheduled follow-up meetings to discuss the student's progress.
16
- 17 4. Failure on the part of the student or parent(s)/guardian(s) to meet in order to begin the progressive
18 truancy intervention plan after two documented attempts by the school may result in a referral to
19 the appropriate judge.

20 Tier II

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

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

26 Tier III

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

28 These interventions shall be determined by the local Truancy Board. The interventions shall address
29 student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of
30 Schools/designee. Members of the Truancy Board may refer students to community-based service to
31 address the student's attendance problems. The Truancy Board may also refer students to the
32 Department of Children's Services as necessary.

33 In the event that truancy interventions under Tier III are unsuccessful, the Director of Schools/designee
34 may refer the student to the appropriate judge for violation of truancy.

35 MILITARY SERVICE OF PARENT/GUARDIAN

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

1 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
2 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
3 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
4 missed during these absences.¹¹

5 **MAKE-UP WORK**

6 Work missed during an absence, whether excused or unexcused, may be made up within a timeframe
7 established by the grade-level team.

8 **STATE-MANDATED ASSESSMENT**

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

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

15 **CREDIT/PROMOTION DENIAL**

16 Credit/promotion denial determinations may include student attendance; however, student attendance
17 may not be the sole criterion.¹² If attendance is a factor prior to credit/promotion denial, the following
18 shall occur:

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

23 **DRIVER'S LICENSE REVOCATION**²

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

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

28 **ATTENDANCE HEARING**¹³

29 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
30 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
31 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
32 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
33 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
34 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
35 the course or be promoted. Upon notification of the attendance committee decision, the principal shall

- 1 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
 2 of any action taken regarding the excessive unexcused absences. The notification shall advise
 3 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
 4 Schools/designee.
- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 6 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 7 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 8 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 9 The action of the Board shall be final.
- 10 The Director of Schools/designee shall ensure that this policy is posted in each school building and
 11 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 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

 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
- Students in Foster Care 6.505
- Student Records 6.600