

# Franklin County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/12/21</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/12/19</b>

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 Designee shall oversee the entire attendance program which shall include:<sup>1</sup>

- 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.<sup>2</sup>

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).<sup>3</sup>

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
20 Excused absences shall include:<sup>4</sup>

- 21 1. Personal illness/injury;
- 22 2. Illness of immediate family member;
- 23 3. Death in the family;
- 24 4. Extreme weather conditions;
- 25 5. Religious observances;<sup>5</sup>
- 26 6. Pregnancy;
- 27 7. School-endorsed activities;
- 28 8. Summons, subpoena, or court order; or

- 1 9. Circumstances which in the judgment of the principal create emergencies over which the  
2 student has no control.

3 The principal shall be responsible for ensuring that:<sup>6</sup>

- 4 1. Attendance is checked and reported daily for each class;  
5 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent  
6 for the major part of the day;  
7 3. All student absences are verified;  
8 4. Written excuses are submitted for absences and tardiness; and  
9 5. System-wide procedures for accounting and reporting are followed.

## 10 **TRUANCY**

### 11 *General*

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

14 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that  
15 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
16 school day to be counted present. Students may attend part-time days, alternating days, or for a specific  
17 amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered  
18 present for school attendance purposes. If a student is required to participate in a remedial instruction  
19 program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the  
20 school district provides transportation, unexcused absences from these programs shall be reported in the  
21 same manner.<sup>7</sup>

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

### 27 *Progressive Truancy Plan*<sup>8</sup>

28 The progressive truancy plan shall apply to all students within the district and include schoolwide  
29 prevention-oriented supports to assist with satisfactory attendance. Prior to referral to juvenile court, the  
30 following progressive truancy intervention plan will be implemented.

### 31 **Tier I**

32 Each school will be responsible for implementing school-wide prevention-oriented supports for student  
33 attendance to possibly include, but not limited to, stressing the importance of consistent daily  
34 attendance, noting a clear distinction between excused and unexcused absences and the ramifications,  
35 and positive recognition for perfect attendance. This information shall be included in the beginning of  
36 year information for parents; it may also be posted on each school's web-site.

**1 Tier II**

2 If a student accumulates five (5) unexcused absences, a *Progressive Truancy Plan* shall begin  
3 and include the following:

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

**15 Tier III**

16 If truancy interventions under Tier II are unsuccessful and the student accumulates a total of nine (9)  
17 unexcused absences, a team formed at each school will review the attendance contract and  
18 interventions. This team will adjust the plan as needed so that it meets the student's needs and verify  
19 that all interventions are age appropriate. The Director of Schools/designee shall approve the final  
20 plan.

21 Ten (10) unexcused absences will result in a referral to Franklin County Juvenile Court for truancy  
22 following the implementation of all three tiers listed above, or when deemed necessary by school  
23 personnel.

**24 MAKE-UP WORK**

25 All missed class work or tests (whether from excused or unexcused absence) may be made up provided  
26 the student makes the request immediately upon returning to school and provided class time is not  
27 taken from other students.

**28 STATE-MANDATED ASSESSMENT**

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

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

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## 1 **CREDIT/PROMOTION DENIAL**

2 Credit/promotion denial determinations may include student attendance; however, student attendance  
3 may not be the sole criterion.<sup>9</sup> If attendance is a factor prior to credit/promotion denial, the following  
4 shall occur:

- 5 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of  
6 credit/promotion denial due to excessive absenteeism; and  
7
- 8 2. Procedures in due process are available to the student when credit or promotion is denied.

## 9 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

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

13 To qualify for reclaiming a driver's permit or license, the student shall return to school and make a  
14 passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent  
15 grading period or become eighteen (18) years of age.

## 16 **ATTENDANCE HEARING<sup>10</sup>**

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

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

29 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's  
30 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
31 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
32 The action of the Board shall be final.

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**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)

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**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