



## Hickman County Learning Academy

### Attendance Policy

The Hickman County School System is committed to student achievement, with a vital part of student achievement being satisfactory school attendance. Absences should only occur when a valid excuse can be submitted for the absence. **All absences will be classified as either excused or unexcused as determined by the school coordinator. Students/parents will have three (3) days to submit the necessary documentation to the school coordinator in order to excuse an absence.** Students may turn in excuse notes according to the district policy for excusable reasons. Notes can be faxed, brought to the learning lab, or emailed to the school attendance clerk.

Absences that are unexcused will result in a student being referred for truancy action. A student is truant when **5 unexcused full days absences occur**. A student that is considered truant will be referred to the district's tiered intervention process for attendance. Parents and students that do not improve attendance will progress through the three tiers of attendance intervention, including personal meetings with district staff, meetings with truancy council, and eventually petitions filed in juvenile court. Chronic unexcused absences could also result in the Tennessee Department of Safety revoking a student's privilege to hold a driver's license.

Absences will be considered **excused if documentation is provided to the school office within 3 days** of: student illness, serious illness or death in the immediate family, parent military deployment, summons to appear in court, or recognized religious observances. Schools will accept parent notes to cover up to **eight (8) days of absences per year**. All documentation submitted for excusing an absence will be reviewed and determined valid or invalid by the school coordinator.

### Non-Compliance

A student is identified as being non-compliant with program expectations when the student has **three (3) days of unexcused absences** from participation in the virtual instructional program or if the student is **3 days or more behind** the pacing guide expectation for the course. The following steps will be followed:

1. At the time a student is identified as being non-compliant with school attendance expectations the school coordinator will reach out to the family by phone. This initial conversation will serve as a reminder of contract agreements and attendance requirements to remain eligible for the virtual school program.
2. If the student continues to be non-compliant by not participating in instructional days or remaining 3 or more days behind pacing guide expectations, the school coordinator will develop a written plan to address and remediate attendance issues and make up missed assignments. The student and parent will have 5 days to meet with the school coordinator and sign this plan for remediation.
3. If a student/family does not meet with the school coordinator or if the student continues to be non-compliant with attendance and/or assignment expectations he/she will be considered as not in attendance, unexcused, and will fall under the attendance guidelines and policies of the Hickman County Board of Education.



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All Hickman County students enrolled in the virtual learning program in Hickman County are expected to be **present** online and **participate** in instructional activities **every day** that is designated as an instructional day with the exception of:

- student illness, serious illness or death in the immediate family, parent military deployment, summons to appear in court or recognized religious observances

Any other extenuating circumstances will be judged on a case-by-case basis and decided upon by the school coordinator.