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School attendance is arguably one of the most important indicators of school success. Excessive absences from school represent lost instructional time for a student. Students cannot learn what they are not in attendance to learn.

**The Hickman County School District will support satisfactory attendance for all students by:**

- **Establishing positive relationships with families**
- **Recognizing good and improved attendance**
- **Educate families about the importance of attendance**
- **Monitoring student absences**

**It is a parent or guardian's duty to monitor their student's school attendance and require their student to attend school. If the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to the Hickman County School System's progressive truancy interventions outlined below. If continued unexcused absences occur, a referral to juvenile court<sup>1</sup> will occur. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.**

### **Tier 1**

Students who accumulate **3 unexcused absences or 5 or more unexcused tardies/leaving early** will be summoned, along with their guardian, to the school for an attendance meeting<sup>2</sup> and placed into Tier 1.

The first tier of progressive truancy interventions must include, at a minimum:

- A conference with the student and the student's parent or guardian;
- A resulting attendance contract to be signed by the student, the student's parent or guardian, and an attendance officer, which shall include:
  - A specific description of the school's attendance expectations for the child;
  - The period for which the contract is effective, not to exceed ninety (90) school days, or the last day of the semester after the date the contract becomes effective, whichever comes first; and
  - Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
  - Regularly scheduled follow-up meetings to discuss the student's progress;<sup>3</sup>

If the student and family do not comply and further unexcused absences/tardies/leaving early occur, a referral to Tier 2 shall be made.

### **Tier 2**

If a student accumulates **5 or more unexcused absences or 10 or more unexcused tardies/leaving early**, that student will begin Tier 2 intervention. The parent and student will be sent a summons to attend a meeting with the Truancy Council.

Tier 2 progressive truancy interventions shall include, in addition to the first tier, at least two (2) additional tiers of interventions that are applied if the student accumulates additional unexcused absences in violation of the attendance contract;<sup>4</sup>

- An amended contract
- Review of grades and discipline record.
- Referral for a Restorative Justice Conference (parent and student must attend).<sup>6</sup>
- Referral to school-based community services (i.e., MHC, Health-Connect America, TN Voice for Children, Parenting Classes, Teens in Action);<sup>6</sup>
- An individualized assessment by a school employee of the reasons a student has been absent from school.<sup>5</sup>

If the student and family do not comply and further unexcused absences/tardies/leaving early occur, a referral to Tier 3 shall be made.

### Tier 3

If a student accumulates **10 or more unexcused absences or 20 or more unexcused tardies/leaving early**, that student will begin Tier 3 intervention. The parent and student will be sent a summons to attend a meeting with the Truancy Council.

Tier 3 progressive truancy interventions shall include, in addition to Tier 1 and Tier 2 interventions,

- An amended contract among the school, student, and parent
- Additional referrals (Community Service, Health-Connect America, Mental Health Coop, After-School Programs)
- A referral to D.C.S.

If the student and family do not comply and further unexcused absences/tardies/leaving early occur, a referral to juvenile court will occur.

<sup>1</sup> T.C.A. 49-6-3007 (e)(1).

<sup>2</sup> T.C.A. 49-6-3009 (d)(1).

<sup>3</sup> T.C.A. 49-6-3009 (d)(2); (A); (B)(i-iii); (C).

<sup>4</sup> 49-6-3009 (d)(3).

<sup>5</sup> 49-6-3009 (d)(4).

<sup>6</sup> 49-6-3009 (d)(5)(A) and (B).

<sup>7</sup> 49-6-3009 (d)(6).

<sup>8</sup> 49-6-3009 (d)(7).