

Bartlett City Board of Education		6047
Descriptor Term: ATTENDANCE	Descriptor Code: Student Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/27/2017 07/23/2020 10/28/2021

Attendance is a key factor in student achievement and therefore, students are expected to be present, either in-person or remotely, each day school is in session and distance learning activities are taking place. The Director of Student Services shall oversee the entire attendance program which shall include:¹

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

Student attendance records shall be given the same level of confidentiality as other student records. Unless otherwise required by law, only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

Absences for both in-person and distance learning activities shall be classified as either excused or unexcused as determined by the Principal or his/her designee. Excused absences shall include absences due to:⁴

1. Personal injury or illness, which must be accompanied by physician verification after the accumulation of ten (10) absences;
2. Serious illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Court summons, subpoena, order, or other legal requirement excluding absences related to a criminal or delinquent act pursuant to T.C.A. §37-1-134 and T.C.A. §37-1-1114(c);
7. Pregnancy;
8. A parent or legal guardian's service in the United States armed forces when deployed, returning, or granted rest and recuperation leave when requested in accordance with this Policy.

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

² T.C.A. §49-6-3017(c)

³ T.C.A. §10-7-504; 20 U.S.C. §1232(g)

⁴ TRR/MS 0520-1-2-.17(1)(c)

⁵ T.C.A. §49-6-2904

9. School-sponsored activities;
10. School-endorsed activities; or
11. Circumstances which in the judgment of the Principal create emergencies over which the student has no control.

The Principal shall be responsible for ensuring that:⁶

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

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.⁷

HOMEBOUND

Students shall not be penalized for periods of hospitalization or homebound instruction.

If a student is unable to attend regular classes because of illness, injury or pregnancy and if the student has participated in a program of hospital or homebound instruction administered or approved by Bartlett City Schools, then the student shall not be penalized for grading purposes nor be denied course completion, grade level advancement or graduation solely on the basis of the student's absence from the regular classroom during the period of the hospital or homebound instruction.⁸

It is the policy of the District that an adult be present in the student's home during the entire time the homebound teacher is present.

Any schoolwork that a student misses prior to homebound services beginning must be handled through the student's teachers. The homebound teacher is not responsible for grades prior to the start of homebound services.

TRUANCY⁹

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, activity, online course, or distance learning lesson for which the student is scheduled to attend in-person or remotely.

By the beginning of each school year, the Director of Student Services shall furnish to the Principals of each school a list of students who will attend the school together with the names of the students' parents or guardians. After the opening of school, each Principal must report to the

⁶ T.C.A. §49-6-3007

⁷ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

⁸ T.C.A. §49-6-3002(b)

⁹ T.C.A. §49-6-3007

1 Superintendent or his/her designee the names of all students on the list furnished to the Principal
2 who have not appeared for enrollment.

3 Each Principal must report to the Superintendent the names, ages, and residences of all students
4 in attendance at the school within thirty (30) days after the beginning of the school year.

5 By the beginning of each school year, the Principal shall give written notice to the parent,
6 guardian, or person having control of a student subject to compulsory attendance that the parent,
7 guardian, or other person having control of the student must monitor the student's school
8 attendance and require the student to attend school. The written notice must inform the parent,
9 guardian, or other person having control of a student, that a student who accumulates five (5)
10 days of unexcused absences during the school year is subject to BCS's progressive truancy
11 interventions and that continued unexcused absences may result in a referral to juvenile court.
12 The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused
13 absences.

14 The Principal must report promptly to the Director of Student Services the names of all students
15 who have withdrawn from school or who have accumulated three (3) days of unexcused
16 absences. Upon a student's accumulation of three (3) days of unexcused absences, the BCS
17 Director of Student Services or his/her designee shall serve upon the parent, guardian, or other
18 person having control of a child subject to compulsory attendance who is unlawfully absent from
19 school, written notice that the child's attendance at school is required by law.

20 Additionally, the Principal must report promptly to the BCS Director of Student Services, the
21 names of all students who have withdrawn from school or who have accumulated five (5) days of
22 unexcused absences. Each successive accumulation of five (5) days of unexcused absences by
23 a student must also be reported.

24 When a student accumulates five (5) days of unexcused absences, the BCS Director of Student
25 Services shall serve upon the parent, guardian, or other person having control of a child subject
26 to compulsory attendance who is unlawfully absent from school, written notice that the child's
27 attendance at school is required by law. The BCS Student Services Supervisor shall send a new
28 notice after each successive accumulation of five (5) unexcused absences.

29 After a child has accumulated five (5) unexcused absences, and after given adequate time, as
30 determined by the Director of Student Services, the child's parent, guardian, or other person
31 having control of the child has failed to turn in documentation to excuse those absences, the BCS
32 Director of Student Services shall implement the first tier of the Progressive Truancy Intervention
33 Plan adopted by the Board.

34 Any parent, guardian, or other person who has control of a child and who violates the State's
35 truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful
36 absence constitutes a separate offense.¹⁰

¹⁰ T.C.A. §49-6-3009

PROGRESSIVE TRUANCY PLAN

The first tier of the BCS progressive truancy plan is applicable to all BCS students. Tiers II and III apply to students who have accumulated a minimum of five (5) days of unexcused absences.

Tier 1

The first tier of the progressive truancy plan shall apply to all BCS students and shall include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, the following:

1. Providing parents and students information and guidance on the value of student attendance, including regular attendance reminders;
2. Providing incentives/recognition for good attendance;
3. Providing parents with regular notification of their student's attendance;
4. Providing information on bus transportation and aftercare programs, if any;
5. Providing information regarding school clubs, programs, and/or sports; and
6. Providing information regarding school resources for those that need additional support, such as counseling, tutoring, and/or school nurse support.

Tier II

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes 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 the Director of Student Services or his/her 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.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. An individualized assessment detailing the reasons a student has been absent from school; and
5. If necessary, a referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III may consist of the following interventions at a minimum:

1. School-based community services;
2. Participation in a school-based restorative justice program;
3. Saturday or after-school courses designed to improve attendance and behavior;
4. A district level attendance review conference with the student and/or the student's parent(s)/guardian(s).

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Student Services or his/her designee.

MILITARY SERVICE OF PARENT/GUARDIAN

If a student's parent, custodian, or other person with legal custody or control of the student is a member of the United States armed forces, including a member of a state national guard or a reserve component called to federal active duty, Principals shall give the student:

1. One (1) excused absence for visitation when a member is deployed;
2. One (1) excused absence when the service member returns from deployment;
3. Excused absences for up to ten (10) days for visitations when the member is granted rest and recuperation leave and is stationed out of the country; and
4. Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle.

Total absences granted under items 3 and 4 above shall not exceed a total of ten (10) days within the school year. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment, and students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.¹¹

CREDIT/PROMOTION DENIAL

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

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Due process procedures are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

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

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

¹¹ T.C.A. §49-6-3109

¹² T.C.A. §49-2-203(b)(7)