

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Attendance, Pregnancy and Truancy</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>03/06/17</b> 07/21/2014 11/30/2015
		Rescinds:	Issued: <b>06/02/2014</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session.

3 The educational program offered by this District is predicated upon the presence of the student and  
4 requires continuity of instruction and classroom participation. Attendance shall be required of all  
5 students enrolled in the schools during the days and hours that the school is in session or during the  
6 attendance sessions to which she/he has been assigned.

7 The Superintendent shall require, from the parent of each student of compulsory school age or from an  
8 adult student who has been absent from school or from class for any reason, a written statement of the  
9 cause for such absence within (2) days of returning to school. The Board of Education reserves the  
10 right to verify such statements and to investigate the cause of each single absence or prolonged  
11 absence.

12 The Board considers the following factors to be reasonable excuses for time missed at school:

13 **A.** Personal Illness, **injury**, or hospitalization of student. Physician verification will be required  
14 to justify absences after the accumulation of ten (10) days of absences during the school  
15 year. Notes must be date specific and will be required for subsequent absences beyond ten  
16 (10) days. After an accumulation of ten (10) check-ins or check-outs during a school year,  
17 physician verification will be required to justify the absence from school. Any  
18 accumulation of absences, check-ins, or check-outs beyond ten (10) without physician  
19 verification will be unexcused.

20 **B.** Personal illness in the family necessitating the presence of the child.

21 **C.** Death in the family.

22 **D.** Absence due to the incapacity of parent/guardian.

23 **E.** Special and recognized religious holidays regularly observed by persons of  
24 their faith.

1 F. When the student is officially representing the school in a school sponsored or school  
2 endorsed activity.

3 G. Legal Court Summons, Court Order, or Subpoena when it is not a result of the student's  
4 misconduct as provided for by law.

5 H. Pregnant Students

6 I. Extenuating circumstances approved by the principal on a case-by-case basis.

### 7 **MILITARY**

8 Notwithstanding any other law to the contrary, if a student's parent, custodian or other person with  
9 legal custody or control of the student is a member of the United States armed forces, including a  
10 member of a state national guard or a reserve component called to federal active duty, a public school  
11 principal shall give the student:

12 (1) An excused absence for one (1) day when the member is deployed;

13 (2) An additional excused absence for one (1) day when the service member returns  
14 from deployment; and

15 (3) Excused absences for up to ten (10) days for visitation when the member is granted  
16 rest and recuperation leave and is stationed out of the country.

17 (4) Excused absences for up to ten (10) days cumulatively within the school year for  
18 visitation during the member's deployment cycle.

19 Students receiving an excused absence under this section shall have the opportunity to make up school  
20 work missed and shall not have their class grades adversely affected for lack of class attendance or  
21 class participation due to the excused absence. Students shall have 1 day to make up work for each day  
22 of excused absence.

23 If necessary, verification may be required to justify absences.

24 Absences other than those outlined above shall be considered unexcused.

### 25 **PREGNANT STUDENTS**

26 Pregnant students are allowed 3 hours of Homebound instruction per week per six (6) weeks during  
27 maternity leave. If further time is needed, medical certification from a physician is required to grant  
28 additional time at home. Upon reception of the medical certification, homebound services will be  
29 granted at a 3 hours per week rate.

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**3 TRUANCY**

4 A student will be considered habitually truant if the student is absent without a legitimate excuse for  
5 five (5) or more school days. This constitutes an aggregate of five (5) days and not necessarily five (5)  
6 consecutive days. Each successive accumulation of five (5) unexcused absences by a student shall also  
7 be reported. (TCA: 49-6-3007).

8 If a student is absent five (5) days without adequate excuse, the principal/designee shall initiate  
9 meaningful communications with the student and parent(s)/guardian(s) in order to determine the  
10 underlying cause(s) of the unexcused absences. The principal/designee shall then develop an  
11 attendance plan and coordinate additional services designed to improve the student's attendance.

12 Upon notification that a student has been absent ten (10) days without adequate excuse, the  
13 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to  
14 determine the appropriate services needed to improve the student attendance. The principal/designee  
15 shall document all communication attempts and refine the attendance plan. T.C.A. 49-6-3007.

**16 CREDIT/PROMOTION DENIAL**

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

20 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to  
21 excessive absenteeism.

22 2. Procedures in due process are available to the student when credit or promotion is denied.

23 In order to address the attendance practices of a student who is habitually truant, the Board authorizes  
24 the Superintendent or **designee** to take any of the following intervention actions:

A. assign the student to a truancy intervention program

B. request or require the student's parent to attend a parental involvement program

C. request or require a parent to attend a truancy prevention mediation program

D. notify the Registrar of Motor Vehicles of the student's absences

1 The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies;
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

2 Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15)  
3 days of excused absence from school during any semester, s/he will be considered habitually absent.  
4 The Board authorizes the Superintendent and/or designee to inform the student and his/her parents,  
5 guardian, or custodian of the record of excessive absence as well as the District's intent to notify the  
6 Registrar of Motor Vehicles, if appropriate, and the District Attorney's office of the student's excessive  
7 absence.

## 8 **Attendance Hearing**

9 An attendance hearing scheduled by the principal, for students with excessive (more than 5) unexcused  
10 absences, will be held to determine if any of the extenuating circumstances exist or to determine if the  
11 student has met the attendance requirements that will allow him/her to pass the course or be promoted.  
12 Upon notification of the attendance committee's decision, the principal shall send written notification  
13 to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken  
14 regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their  
15 right to appeal such action within two (2) school days to the director of schools/designee.

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

2 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
3 parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the  
4 review, the Board may affirm or overturn the decision of the director of schools/designee. The action  
5 of the Board shall be final.

6 References/Authority:

7 TCA § 49-6-3002

8 TCA § 49-6-3007

9 State Board Regulation 0520-01-02.14(1)(c)