

KIPP: Nashville Board of Directors

Monitoring: Annually	Descriptor Term: Attendance	Policy: 6200	Issued: 12/6/19
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1 Attendance is a key factor in student achievement, and therefore, students are expected
2 to be present each day school is in session. KIPP Nashville shall oversee the entire
3 attendance program which shall include:¹

4 (1) All accounting and reporting procedures and their dissemination;

5 (2) Alternative program options for students who severely fail to meet minimum
6 attendance requirements;

7 (3) Ensuring that all school age children attend school;

8 (4) Providing documentation of enrollment status upon request for students applying
9 for new or reinstatement of driver's permit or license; and

10 (5) Notifying the Department of Safety whenever a student age fifteen (15) or older
11 with a driver's permit or license withdraws from school.²

12 Student attendance records shall be given the same level of confidentiality as other
13 student records. Only authorized school officials with legitimate educational purposes
14 may have access to student information without the consent of the student or
15 parent/guardian.³

16 Absences shall be classified as either excused or unexcused as determined by the Director
17 of Operations or his/her designee. Excused absences shall include:⁴

18 (1) Personal illness;

19 (2) Illness of immediate family member;

20 (3) Death in the family;

21 (4) Extreme weather conditions;

22 (5) Religious observances;⁵

23 (6) Travel days for postsecondary visits;

24 (7) Pregnancy;

25 (8) School sponsored or school endorsed activities;⁶

26 (9) Military active duty/deployment (as outlined below);

27 (10) Summons, subpoena, or court order; or

1 (11) Circumstances which in the judgment of the Principal create emergencies over
2 which the student has no control.

3 The Director of Operations shall be responsible for ensuring that:⁷

- 4 (1) Attendance is checked and reported daily in the District's student information
5 system;
- 6 (2) Daily absentee sheets contain sign in/sign out sheets and indicate students
7 present or absent for the majority of the day;
- 8 (3) All student absences are verified;
- 9 (4) Written excuses are submitted for absences and tardiness;
- 10 (5) System-wide procedures for accounting and reporting are followed; and
- 11 (6) Students and families are notified annually of all attendance procedures.

12 **Tuancy**

13 On or before the beginning of each school year, the Principal shall notify parents (or
14 legal guardians or persons having control) of students in writing that the parent/guardian
15 has a duty to monitor the student's school attendance and require the student to attend
16 school. The notice shall include language that if the student accumulates five (5) days of
17 unexcused absences during the school year, then the student is subject to the school's
18 progressive truancy interventions and that continued unexcused absences may result in a
19 referral to juvenile court.

20 Students shall be present at least fifty percent (50%) of the scheduled school day in order
21 to be counted present. Students receiving special education services, or who have a 504
22 Plan, may attend part-time days, alternating days, or for a specific amount of time as
23 indicated in their Individualized Education Plan or 504 Plan. If a student is required to
24 participate in a remedial instruction program outside of the regular school day where
25 there is no cost to the parent(s)/guardian(s) and the school system provides
26 transportation, unexcused absences from these programs shall be reported in the
27 same manner.

28 Accumulation of Five (5) Unexcused Absences

29 Students who accumulate five (5) days of unexcused absences shall be reported to the
30 Director of Operations or designee who will, in turn, provide written notice to the child's
31 parent, guardian, or other person having control of the child that the child's attendance
32 at school is required by law. The Director of Operations or designee shall send a new
33 notice after each successive accumulation of five (5) unexcused absences.

34 After a student has accumulated five (5) unexcused absences during the school year, and
35 after given adequate time (as determined by the Director of Operations or designee) to
36 turn in documentation to excuse those absences or request an attendance hearing, the

1 Director of Operations or designee shall begin implementation of the school's
2 progressive truancy intervention plan, beginning with Tier I. The school's progressive
3 truancy intervention plan shall be implemented prior to the filing of a truancy petition in
4 juvenile court or a criminal prosecution for educational neglect. The progressive truancy
5 intervention plan must be designed to address student conduct related to truancy in the
6 school setting and minimize the need for referrals to juvenile court.

7 Progressive Truancy Intervention Plan

8 KIPP Nashville schools will implement progressive truancy plans that include the
9 following:

10 To prevent progressive truancy, KIPP Nashville has implemented resources to mitigate
11 absences for its students. KIPP Nashville communicates these resources through
12 numerous avenues and provides guidance to students and their families.

13 Tier I:

14 Tier I include regular communication with families on the student's attendance. Families
15 receive biweekly attendance data and regular communication if their student is absent.

16 Tier II:

17 Tier II shall be implemented upon a student's accumulation of five (5) unexcused
18 absences. Each student will partake in the process below.

- 19 (1) An attendance assessment completed with family and student to determine
20 barriers and needs.
- 21 (2) A conference (Attendance Review Board, or ARB, meeting) with the student and
22 the student's parent/guardian, or other person having control of the student;
- 23 (3) An attendance plan, based on the conference, to be signed by the student, the
24 parent/guardian, or other person having control of the student, and the Director
25 of Operations or designee. The contract shall include:
 - 26 a. A specific description of the school's attendance expectations for the
27 student;
 - 28 b. The period for which the contract is effective;
 - 29 c. Penalties for additional absences and alleged school offenses, including
30 additional disciplinary action and potential referral to juvenile court;
 - 31 d. A list of interventions or commitments from the student and family to
32 improve attendance; and,
- 33 (4) Regularly scheduled follow-up meetings, which may be with the student and the
34 parent/guardian, or other person having control of the student, to discuss the
35 student's progress.
- 36 (5) An individualized assessment by the Director of Operations or designee of the
37 reasons a student has been absent from school

1 (6) If necessary, referral of the child to counseling, community-based services or
2 other in-school or out-of-school services aimed at addressing the student's
3 attendance problems.

4 Tier III:

5 If the student accumulates additional unexcused absences in violation of the
6 attendance contract required under Tier I, the student will be subject to Tier III.
7 Tier III shall include:

- 8 (1) School-based community services;
9 (2) Participation in a school-based restorative justice program;
10 (3) Referral to a school-based teen court; or

11 **Tier III interventions shall address student needs in an age-appropriate**
12 **manner**

13 In-school or out-of-school suspension shall not be used as part of the progressive
14 truancy intervention plan.

15 If the progressive truancy intervention plan is unsuccessful with a student and the school
16 can document that the student's parent or guardian is unwilling to cooperate in the
17 truancy intervention plan, or that the interventions of the progressive truancy
18 intervention plan have failed to meaningfully address the student's school attendance,
19 the Director of Operations or designee, after written notice to the parent, guardian, or
20 other person having control of the student, shall report the student's absences to the
21 appropriate judge having juvenile jurisdiction in that county.

22 **Military Service of Parent/Guardian**

23 School leaders shall provide students with a one (1)-day excused absence prior to the
24 deployment of and a one (1)-day excused absence upon the return of a parent/custodian
25 serving active military service. School leaders shall also allow up to ten (10) excused
26 cumulative absences per year for students to visit a parent/guardian during a deployment
27 cycle. The student shall provide documentation to the school as proof of his/her
28 parent's/guardian's deployment. Students shall be permitted to make up schoolwork
29 missed during these absences.

30 **Attendance during Postsecondary Visits**

31 Any high school student wishing to participate in a postsecondary school visit during the
32 school year shall submit to the Director of Operations/designee prior notice from his/her
33 parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
34 student shall be responsible for facilitating any postsecondary school visits and for
35 ensuring the safety of the student during the visit.

1 The Director of Operations/designee shall count a student present for no more than two
2 (2) days each school year for students participating in a postsecondary school visit. The
3 student shall be counted present for the day of the postsecondary school visit and shall
4 not be counted present during any travel days.

5 In order to be counted present for the school day missed, the student shall submit to the
6 Director of Operations/designee a signed letter or form from a campus official verifying
7 that the visit to the postsecondary school occurred. The student shall complete any
8 school work missed due to the student participating in a postsecondary school visit.

9 **Make-Up Work**

10 Each KIPP Nashville school shall maintain a policy regarding make-up work for students
11 who are absent from school in the school's student and family handbook.

12 **State-Mandated Tests/End of Course (EOC) Exams.**

13 Students who are absent the day of the scheduled TN Ready/EOC exams must make-up
14 the exam.

15 **Credit/Promotion Denial**

16 Credit/promotion denial determinations may include student attendance, however,
17 student attendance may not be the sole criterion.⁸ However, if attendance is a factor,
18 prior to credit/promotion denial, the following shall occur:

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

21 (2) Procedures in due process are available to the student when credit or promotion
22 is denied. A student has the right to an appeal as outlined in the attendance
23 hearing section of this policy.

24 **Driver's License Revocation**

25 More than ten (10) consecutive or fifteen (15) total reported unexcused absences by a
26 student during any semester renders a student ineligible to retain a driver's permit or
27 license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or
28 license, the student must make a passing grade in at least three (3) full unit subjects or
29 their equivalency at the conclusion of a subsequent grading period.

30 **Attendance Hearing**

31 Students with excessive (more than 5) unexcused absences or those in danger of
32 credit/promotion denial shall have the opportunity to appeal to an attendance hearing

1 committee appointed by the Director of Operations. If the student chooses to appeal, the
2 student or their parent(s)/guardian(s) shall be provided written or actual notice of the
3 appeal hearing and shall be given the opportunity to address the committee. The
4 committee will conduct a hearing to determine if any extenuating circumstances exist or
5 to determine if the student has met attendance requirements that will allow him/her to
6 pass the course or be promoted. Upon notification of the attendance committee
7 decision, the Director of Operations shall send written notification to the Executive
8 Director/designee and the parent(s)/guardian(s) of the student of any action taken
9 regarding the excessive unexcused absences. The notification shall advise
10 parents/guardian(s) of their right to appeal such action within two (2) school days to the
11 Executive Director/designee.
12 The appeal shall be heard no later than ten (10) school days after the request for appeal
13 is received. Within five (5) school days of the Executive Director/designee rendering a
14 decision, the student's parent(s)/guardian(s) may request a hearing by the board, and the
15 board shall review the record. Following the review, the board may affirm or overturn the
16 decision of the Executive Director/designee. The action of the board shall be final.

¹ TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006

² TCA 49-6-3017(c)

³ TCA 10-7-504; 20 USCS § 1232g

⁴ TRR/MS 0520-01-02-.17(1)(c)

⁵ TRR/MS 0520-01-03-.03(16); TCA 49-6- 2904(b)(5)

⁶ Attendance Accounting Procedural Manual, '11- '12 (0104), Minimum Standards and Guidelines, State Department of Education

⁷ TCA 49-6-3007

⁸ TCA 49-2-203(b)(7)