

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

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

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

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

- A. Personal Illness or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absence during the school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
- B. Personal illness in the family necessitating the presence of the child.
- C. Death in the family.
- D. Absence due to the incapacity of parent/guardian.
- E. Special and recognized religious holidays regularly observed by persons of their faith.
- F. When the student is officially representing the school in a school sponsored activity.
- G. Legal Court Summons when it is not a result of the student's misconduct.
- I. Extenuating circumstances approved by the principal.
- J. Notwithstanding any other law to the contrary, if a student's parent, custodian or other person with legal custody or control of the student is a member of the

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Revision History

Review

United States armed forces, including a member of a state national guard or a reserve component called to federal active duty, a public school principal shall give the student:

- (1) An excused absence for one (1) day when the member is deployed;
- (2) An additional excused absence for one (1) day when the service member returns from deployment; and
- (3) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country.

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. Students shall have 1 day to make up work for each day of excused absence.

If necessary, verification may be required to justify absences.

Absences other than those outlined above shall be considered unexcused.

Pregnant Students

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

Truancy

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

If a student receives five (5) or more absences during the school year without adequate excuse, the Superintendent shall notify the parents that the student is required to attend school. If within three (3) days of receiving the notice, the parent has failed to comply, the Superintendent shall notify the District Attorney General and/or local law enforcement of this fact and legal action shall be taken against the as provided by T.C.A. 49-6-3007.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent 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

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) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of excused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the District Attorney's office of the student's excessive absence. The local school building level principal, and/or designee, will also have the option of requiring a physician's note to excuse any absences after the 10 days of excused absences have been accrued.

References/Authority:

TCA § 49-6-3002

TCA § 49-6-3007

TCA § 49-6-3019
TRR/MS 0520-1-3-.08(1)(a)