



# Hancock County Schools Traditional and Virtual Attendance Procedures

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## EXCUSED ABSENCES

Students are responsible for making up missed class work. Excused absences will be given for the following reasons:

- Illness with doctor or dentist, etc. verification
- Death in the family
- Recognized religious holiday
- School sponsored activities
- Extreme family hardships
- Student absences approved by the principal
- Four parent notes for the entire school year.



## UNEXCUSED ABSENCES

An unexcused absence is any absence that is not listed above as being excused.

- Students are expected to make up any work missed and responsible to acquire work from the teachers before signing out.

## MAKE-UP WORK

- Work missed because of any absence, which is EXCUSED through the attendance office with proper notes or documentation, may be made up within five (5) school days upon the student's return.
  - The first day the student returns counts as day one.
- It is the student's responsibility to get the make-up work assignment and arrange a time with the teacher if needed.
- Work that was due or a test that was scheduled on the day that the student missed is due the day that the student returns to school.
- After 3 UNEXCUSED absences no make-up work will be allowed.
- Students who have excused absences shall be allowed to make up the exam/test missed.
  - If the exam/test is not made up on the day of return, an alternative make-up test may be given. The type of exam and time of make-up may be at the discretion of the teacher

## Attendance Recording

- Excuses for tardiness or absences will be submitted by the teacher in the Aspen Portal.
- Parents can monitor their child's attendance on Aspen.
- Please contact your child's school for Aspen log in information.



# Hancock County Schools Truancy Intervention Procedure

TCA Code 49-6-3009(b) / Senate Bill 196 / Public Chapter 379

Effective July 1, 2018

On or before the beginning of each school year, the principal or a teacher at every public, private, or parochial school shall notify a student's parent, in writing, that:

- 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 referral to juvenile court; and
- It is a parental duty to monitor the student's school attendance and require the student to attend school.

Each successive accumulation of five (5) unexcused absences by a student must also be reported.

If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian, or other person in parental relation has failed to comply with this part, then the director of schools shall request a conference between school officials and the parent to discuss the absences and to trigger the first tier of the progressive truancy interventions.

## **Tier I:**

- Daily phone calls will be made for any student who misses any day of school, excused or unexcused.
- 3 Day Letters will be sent to any student who misses 3 unexcused days of school
- Upon the 4<sup>th</sup> unexcused day the student misses, the Parent/Guardian will receive one or more of the following: notification by letter, a home visit and/or a phone call, including an invitation to a conference with the Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at the School.
- 5 Day Letters will be sent to any student who misses 5 unexcused days of school



- Conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, including
  - (a) A specific description of the school’s attendance expectations for the child;
  - (b) 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
  - (c) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
- An Individualized Assessment of Student’s Attendance is reviewed, and all parties present must sign an Attendance Contract.
- Follow-up meetings to discuss the student’s attendance progress are scheduled.

*\*\*If Student/Parent/Guardian fail to show up or to comply with Tier I, Tier II is evoked.*

**Tier II:**

- Second Attempt at conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, if not completed in Tier I
- Second Attempt at review of Individualized Assessment of Student’s Attendance, and Signing of the Attendance Contract, if not completed in Tier I
- Referral to counseling, community-based services, or in-school or out-of-school services aimed at addressing the student’s attendance problems.

*\*\*If Student/Parent/Guardian fail to show up or to comply with Tier I or Tier II, Tier III is evoked*

**Tier III:**

- Referral to Truancy Board\*
- Third Attempt at Signing of the Attendance Contract, if not completed in Tier I or Tier II
- Referral to counseling, community-based services, or in-school or out-of-school services aimed at addressing the student’s attendance problems



***\*If Student/Parent/Guardian fail to show up to Truancy Board Meeting, Referral to Juvenile Court***

Each referral to juvenile court will be accompanied by a statement from the student's school certifying that:

- The school applied the progressive truancy interventions to the student; and
- The progressive truancy interventions failed to meaningfully address the student's school attendance.

Each intervention program shall report school attendance of program participants to the director of schools in the year following the intervention.

Ms. Marta M. Stapleton, Attendance Supervisor

Visit <https://hancockcountyschools.com/> for more information.



## **DRIVERS LICENSE AND SCHOOL ATTENDANCE**

### **School attendance is required to get and keep a driver's license!**

Parents and students equally need to be aware of the Tennessee State Statute 49-6-3017. This statute "Minors withdrawn from secondary school – denial of motor vehicle license or permit" explains when a student loses his/her driver's for failure to attend school TCA 49-6-3017. The Department of Safety shall deny a license or instruction permit to any person under eighteen (18) years of age who does not at the time of application of a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is:

- 1. Enrolled and making satisfactory progress in a course leading to a General Educational Development Certification (GED) from a state-approved institution or organizations, or has obtained such certificate;**
- 2. Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or**
- 3. Excused from such requirements due to circumstances beyond the applicant's control.**

The definitions of "withdrawn" and "making satisfactory academic progress" should be of interest to students and their parents. The state of Tennessee considers withdrawal to be more than 10 consecutive or 15 days total unexcused absences during a single semester. It is pertinent to note that the state does not consider for this section that suspension, expulsion, or confinement in a correctional facility as being beyond the student's control. The state considers satisfactory academic progress to be a passing grade in at least 3 full unit subjects at the conclusion of any grading period. Once a student is not in compliance with these requirements, his/her driving privileges either will not be granted or will be revoked until the next grading period providing the student's attendance and grades at that time are in compliance. A second noncompliant notice suspends driving privileges until the student reaches the age of 18. The Tennessee Department of Safety requires a noncompliant student to surrender their driving license/permit until the student attends school and fulfills the legal requirements for reinstatement. Failure to surrender the driving license/permit will result in a higher reinstatement fee.



**NOTE: It is the parent's responsibility to notify the school of a change of address within the county or state or if moving out of state. Also, the school must be notified of changed telephone numbers.**

## **Virtual Attendance Procedures for Hancock County Schools:**

*In the event that a transition to all virtual learning becomes necessary, all Hancock County Schools will implement the same procedures.*

- Students participating in the **Hancock County Schools Virtual Option** are required to monitor student attendance in accordance with all applicable laws, regulations, and school board policies.
- Parents/guardians have the legal responsibility to be accountable for their student's attendance under state law.
- School Staff will monitor attendance and will contact students who are absent for two consecutive days and provide appropriate interventions for addressing student absences during remote instruction.
- School staff will monitor violations of the state compulsory attendance laws, report truant students to both the district truancy officer and the proper legal authorities where applicable.
- Please refer to the Virtual Attendance Policy below.
- Protocols for determining attendance for all students will include:
  - Seeking and receiving **daily** visual, verbal, and/or written confirmation of student participation.
    - Examples of attendance expectations include:
      - (Verbal) Students participating in a phone call with the teacher or parent/legal guardian support as appropriate for the age of the student
      - (Visual) Students participating in synchronous virtual instruction
      - (Written) Students completing and submitting work in Google Classroom



- To submit excuses for absences, we will follow the same procedures we currently have, and parents will need to send in a note physically, online, email, or some other manner to each child's individual school. There will be someone present at each school to take excuses or excuses may be emailed to [Marta.Stapleton@hcsk12.com](mailto:Marta.Stapleton@hcsk12.com) or faxed to (423)733-8757.
- All attendance requirements and consequences will still be maintained.
- Online students should be informed of all school-related activities and will have the ability to participate in extracurricular events.

## **Virtual Attendance Recording**

- Excuses for tardiness or absences will be submitted by the teacher in the Aspen Portal.
- Parents can monitor their child's attendance on Aspen.
- Please contact your child's school for Aspen log in information.

## **Accessing Lost Content in the Case of a Lost, Damaged, Stolen, or Otherwise Inaccessible Device**

- If technical assistance or further troubleshooting is needed please contact [Tim.Goan@hcsk12.com](mailto:Tim.Goan@hcsk12.com) or (423)733-2591 for further assistance. You may also submit a help request on the [hancockcountyschools.com](http://hancockcountyschools.com) under Technology Assistance.

A student experiencing this situation should be contacted within two school days and this issue will be communicated to each student's teachers. If a legitimate issue has occurred, this event will be treated as an EXCUSED absence and make up work WILL be provided.





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## Virtual Path Attendance Form

Students participating in the **Hancock County Schools Virtual Option** are required to monitor student attendance in accordance with all applicable laws, regulations, and school board policies. Parents/guardians have the legal responsibility to be accountable for their student's attendance under state law. School staff will monitor violations of the state compulsory attendance laws and report truant students to the proper legal authorities.

Students who are choosing the virtual options are required to show attendance daily and are subject to all district attendance policies. Attendance is based on participation in online sessions and/or work completed. An instructional day consists of seven (7) hours in grades 1-12 and four and a half (4.5) hours in kindergarten. Each instructional day includes thirty minutes for lunch. Failure to show attendance each day and/or complete all lessons assigned by the teacher shall result in a student being recorded as absent for the entire instructional day.

**By signing this form, the parent/guardian and student understand, acknowledge, and agree to the following:**

- The parent/guardian and student are responsible for monitoring student progress in each course and each course must be completed to receive credit;
- The parent/guardian and student are subject to compulsory attendance requirements;
- The student must show attendance each school day and failure to login and or complete lessons will result in the student receiving an absence for the entire instructional day;
- The student will have access to the internet and/or a computer/device outside of school;
- The student will comply with the district policies.

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Location of Parent/Guardian during the day: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_