

Policy Committee Meeting

October 21, 2024 5:45 PM

MCBOE

1. Call to Order

2. 4.600 Grading System

Jacob Sorrells

3. 4.700 Testing Programs

Jacob Sorrells

4. 6.200 Attendance

Jacob Sorrells

5. Adjourn

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 10/21/24
		Rescinds: 4.600	Issued: 08/12/24

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and
2 assessment for evaluating and recording student progress and to measure student performance in
3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall
4 follow all applicable statutes and rules and regulations of the State Board of Education. The
5 grading/assessment system shall be uniform district-wide at comparable grade levels except that the
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes
7 in grades K-3 according to state rules and regulations.¹

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board
9 before the system is implemented. These guidelines shall be communicated annually to students and
10 parents/guardians.¹

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **GRADING SYSTEM: GRADES TWO – TWELVE (2-12)²**

13 Schools teaching grades two through twelve shall use the uniform grading system established by the
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student
16 Assistant Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 **Grading floors with a minimum above zero are not permitted.³** This grading system shall be uniform
25 throughout the school system for each grade.

26 Advanced coursework grades will be weighted with additional percentage points to calculate the
27 semester average. Depending on the course taken, the following percentage points will be assigned:

- 28 • Honors Courses – three (3) percentage points;

- 1 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and - four (4)
 2 percentage points; and
 3 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
 4 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

5 **LOTTERY SCHOLARSHIPS⁴**

6 Each school counselor shall provide incoming freshmen with information on college core courses
 7 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
 8 etc.) that must be met in order to receive a scholarship.

9 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
 10 Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at www.fafsa.ed.gov.
 11 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications
 12 in a timely manner. ~~The priority date for FAFSA completion is May 1.~~

13 Elementary school counselors should explain the HOPE Scholarship and its requirements to their
 14 students and impress upon them the benefits of making good grades.

15 **LOTTERY SCHOLARSHIP DAY**

16 Each school year, prior to scheduling courses for the following school year, schools teaching students in
 17 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

18

19

20

21

22

Legal References:

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. **Public Acts of 2024, Chapter No. 1005**
4. TCA 49-4-904, 905, 907
5. TCA 49-4-932(f)

Cross References:

Alternative Credit Options 4.209
 Credit Recovery 4.210
 Reporting Student Progress 4.601
 Class Ranking 4.602
 K-3 Promotion and Retention 4.603
 Transcript Alterations 4.608

Click here to choose a school board.			
Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date:
		Rescinds:	Issued:

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 2 assessment for evaluating and recording student progress and to measure student performance in
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 4 follow all applicable statutes and rules and regulations of the State Board of Education. The
 5 grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the
 6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes
 7 in grades K-3 according to state rules and regulations.¹

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
 9 the system is implemented. These guidelines shall be communicated annually to students and
 10 parent(s)/guardian(s).

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)²**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
 14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported
 15 for the purposes of application for post-secondary financial assistance administered by the Tennessee
 16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
 18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 Grading floors with a minimum above zero are not permitted.³ This grading system shall be uniform
 25 throughout the school district for each grade.

26 Advanced coursework grades shall be weighted with additional percentage points to calculate the
 27 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 28 • Honors Courses – three (3) percentage points;
- 29 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned– four (4) percentage
 30 points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
2 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

3 **LOTTERY SCHOLARSHIPS⁴**

4 Each school counselor shall provide incoming freshmen with information on college core courses
5 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,
6 etc.) that must be met in order to receive a scholarship.

7 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
8 Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made
9 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

10 Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students
11 and impress upon them the benefits of making good grades.

12 **LOTTERY SCHOLARSHIP DAY**

13 Each school year, prior to scheduling courses for the following school year, schools teaching students in
14 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

Legal References

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [Public Acts of 2024, Chapter No. 1005](#)
4. [TCA 49-4-904, 905, 907](#)
5. [TCA 49-4-932\(f\)](#)

Cross References

- Alternative Credit Options 4.209
- Credit Recovery 4.210
- Reporting Student Progress 4.601
- Honor Roll, Awards, & Class Ranking 4.602
- Promotion and Retention 4.603
- Transcript Alterations 4.608

Marshall County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 07/08/24
		Rescinds: 4.700	Issued: 06/14/21

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;¹
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.²

12 The director of schools shall be responsible for planning and implementing the program, which
13 includes:

- 14 1. Determining specific purposes for each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provision for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
20 special learning program might be necessary.

21 State-mandated student testing programs shall be undertaken in accordance with procedures published
22 by the State Department of Education.³

23 **WEIGHTING OF TCAP AND EOC SCORES**

24 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 25 1. Grades 3-5 – 15%
- 26 2. Grades 6-8 – 15%
- 27 3. Grades 9-12 – 15%

28 Students who do not take the TCAP or EOC test will be given a zero. They may appeal to the director
29 of schools, who will determine if there are extraordinary circumstances which would warrant a

1 summative test be given at grade level on the tested areas. This will be determined on a case-by-case
2 basis.

3 Raw scores will be converted to a percentage score using the cube-root methodology. Historically, the
4 TDOE released quick score grades using the cube-root methodology, a fixed conversion factor. This
5 methodology creates a 100-point grading scale using the raw score points earned.

6 The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores
7 are not received by the district at least five (5) instructional days before the end of the course.^{4,5}

8 Other tests may be given as requested by students, teachers or parents when approved by the principal.

9 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

10 Interest inventories shall be made available to 9th graders. These will include assessments such as the
11 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

12 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
13 school plan of study. Upon receiving the results from these assessments, the school shall provide
14 students with information on any available career and technical education opportunities in which the
15 student is eligible to participate in.

16 **TESTING INFORMATION AND PARENTAL CONSENT**

17 Any test directly concerned with measuring student ability or achievement through individual or group
18 psychological or socio-metric tests shall not be administered by or with the knowledge of any
19 employee of the system without first obtaining written consent of the parents or guardians.²

20 Results of all group tests shall be recorded on the students' permanent records and shall be made
21 available to appropriate personnel in accordance with established procedures.⁷

22 No later than July 31 of each year, the Board shall publish on its website information related to state
23 and board mandated tests that will be administered during the school year. The information shall
24 include:⁶

- 25 1. The name of the test;
- 26 2. The purpose and use of the test;
- 27 3. The grade or class in which the test will be administered;
- 28 4. The tentative date or dates that the test will be administered;
- 29 5. The time and manner in which parents and students will be notified of the results of the test;
- 30 6. How parents can access the questions and answers on their student's state-required tests;⁶
31 and
- 32 7. If a board mandated test, how the test complements and enhances student instruction and
33 learning and how it serves a purpose distinct from state-required tests.

34 The testing information shall also be placed in student handbooks or other school publications that are
35 provided to parents on an annual basis.

1 TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT⁹

2 Students transferring from a Category IV church-related school, Category V private school, or home
3 school shall be awarded credit upon completion of a written exam. These exams shall be approved,
4 administered, and graded by the school's principal/designee. Upon request from a parent/guardian,
5 student scores from a nationally standardized achievement test in the relevant subject shall be accepted
6 as a substitute for these exams.

7 For student in grades one through eight (1-8), the exam shall only cover the last grade completed. For
8 students in grade nine through 12 (9-12), the exam shall only cover the last course completed by the
9 student (for example, if a student has completed English I, II and III, the examination shall only cover
10 English III).

11 The Director of Schools shall provide notice to parent(s)/guardian(s) of these exams.

12 HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰

13 A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the
14 student is not enrolled but attains a qualifying score on the eligible course's credit exam. The
15 qualifying scores for these exams shall be presented to the Board at the July board meeting.

16 The Director of Schools/designee shall be responsible for determining which eligible courses will have
17 a credit exam and shall provide high school students each semester the opportunity to take a credit
18 exam for an eligible course offered. Each eligible course's credit exam shall be administered to any
19 student seeking course credit as determined by the principal. Before taking a credit exam, the student
20 shall be notified of the qualifying score needed to receive credit for the eligible course and the grade
21 that will be included in his/her overall grade point average if the student achieves a qualifying score on
22 the credit exam. A student may only take a credit exam once.

23 A student may take up to four (4) exams, earning no more than four (4) credit that will be applied to
24 the student's graduation requirements and be included in the student's overall grade point average.

25 The Director of Schools/designee shall provide information on these exams to the Department of
26 Education at the end of the school year per state law.

27 Legal References

- 28 1. TCA §49-10-108
- 29 2. 20 USCA 1232(g)
- 30 3. TRR/MS 0520-1-03-.03(10)
- 31 4. TCA §49-1-617; State Board of Education Policy 2.102
- 32 5. TRR/MS 0520-01-03-.03(1); TCA 49-1-617
- 33 6. TCA 49-6-412
- 34 7. TCA 10-7-504(a)(4)(A)
- 35 8. TCA 49-6-6007; State Board of Education Policy 2.102; State
36 Board of Education Policy 2.103
- 37 9. TRR/MS 0520-07-01-.03(3)
- 38 10. TCA 49-6-6017; State Board of Education Policy 2.103; Public
39 Acts of 2023, Chapter No. 269

Cross References

- Student Psychological Services 6.406
- Student Records 6.600
- Student Surveys, Analyses, and Evaluations 6.4001

Click here to choose a school board.			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
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- 18 8. Provide information for college entrance and placement; and
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- 20 9. Assist in educational research by providing data.²

21 The Director of Schools shall be responsible for planning and implementing the program which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
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- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
33 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 5 1. Grades 3-5 – ___% [Select a percentage from a range of 0%-25%.]
- 6 2. Grades 6-8 – ___% [Select a percentage from a range of 10%-25%.]
- 7 3. Grades 9-12 – ___% [Select a percentage from a range of 5%-15%.]

8 The _____ School System shall use the following methodology: [Insert methodology here
9 (i.e., cube root methodology, target score method).]

10 The Director of Schools may exclude these scores from students' final grades if results are not received
11 by the district at least five (5) instructional days before the end of the course.^{4,5}

12 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

13 Interest inventories shall be made available to [insert middle schoolers or 9th graders]. These will
14 include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the
15 College Board Career Finder.

16 Career aptitude assessments shall be administered to [insert 7th or 8th graders] in order to inform the
17 student's high school plan of study. Upon receiving the results from these assessments, the school shall
18 provide students with information on any available career and technical education opportunities in which
19 the student is eligible to participate in.

20 **TESTING INFORMATION AND PARENTAL CONSENT**

21 Any test directly concerned with measuring student ability or achievement through individual or group
22 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
23 of the district without first obtaining written consent of the parent(s)/guardian(s).²

24 Results of all group tests shall be recorded on students' permanent records and shall be made available
25 to appropriate personnel in accordance with established board policies.⁷

26 No later than July 31st of each year, the Board shall publish on its website information related to state
27 and board mandated tests that will be administered during the school year. The information shall
28 include:⁸

- 29 1. The name of the test;
- 30
- 31 2. The purpose and use of the test;
- 32
- 33 3. The grade or class in which the test will be administered;
- 34

- 1 4. The tentative date or dates that the test will be administered;
- 2
- 3 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
- 4 of the test;
- 5
- 6 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
- 7 required tests; and
- 8
- 9 7. If a board mandated test, how the test complements and enhances student instruction and
- 10 learning and how it serves a purpose distinct from state-required tests.

11 Testing information shall also be placed in student handbooks or other school publications that are
12 provided to parent(s)/guardian(s) on an annual basis.

13 **TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT⁹**

14 **[Include this provision if the Board requires a test for the purposes of grade placement or**
15 **awarding credit when a student transfers into the district from a Category IV church-related**
16 **school, Category V private school, or a home school.]**

17 Students transferring from a Category IV church-related school, Category V private school, or home
18 school shall be awarded credit upon completion of a written exam. These exams shall be approved,
19 administered, and graded by the school's principal/designee. Upon request from a parent/guardian,
20 student scores from a nationally standardized achievement test in the relevant subject shall be accepted
21 as a substitute for these exams.

22 For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For
23 students in grades nine through twelve (9-12), the exam shall only cover the last course completed by
24 the student (for example, if a student has completed English I, II, and III, the examination shall only
25 cover English III).

26 The Director of Schools shall provide notice to parent(s)/guardian(s) of these exams.

27 **HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰**

28 A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the
29 student is not enrolled but attains a qualifying score on the eligible course's credit exam. The
30 qualifying scores for these exams shall be presented to the Board at the _____ **[insert month or**
31 **timeframe (e.g., July board meeting)].**

32 The Director of Schools/designee shall be responsible for determining which eligible courses will have
33 a credit exam and shall provide high school students each semester the opportunity to take a credit
34 exam for an eligible course offered. Each eligible course's credit exam shall be administered to any

1 student seeking course credit [**insert when and how these credit exams will be administered (e.g.,**
2 **during the first two weeks of the school year as determined by the principal)**]. Before taking a
3 credit exam, the student shall be notified of the qualifying score needed to receive credit for the
4 eligible course and the grade that will be included in his/her overall grade point average if the student
5 achieves a qualifying score on the credit exam. A student may only take a credit exam once.

6 A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to
7 the student's graduation requirements and be included in the student's overall grade point average.

8 The Director of Schools/designee shall provide information on these exams to the Department of
9 Education at the end of the school year per state law.

Legal References

1. [TCA 49-10-108](#)
2. [20 USCA § 1232g](#)
3. [TRR/MS 0520-01-03-.03\(10\)](#)
4. [TCA 49-1-617; State Board of Education Policy 2.102](#)
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6. [TCA 49-6-412](#)
7. [TCA 10-7-504\(a\)\(4\)\(A\)](#)
8. [TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103](#)
9. [TRR/MS 0520-07-01-.03\(3\)](#)
10. [TCA 49-6-6017 ; State Board of Education Policy 2.103](#)

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Marshall County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 10/21/24
		Rescinds: 6.200	Issued: 08/08/22

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

3 The director of schools/designee shall ensure that this policy is posted in each school building and
4 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

5 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

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

17 **ABSENCES**

18 Absences shall be classified as either excused or unexcused as determined by the principal or assistant
19 principal. Professional documentation shall be required.

20 Excused absences shall include:⁴

21 **I. Medical Excuses:** Students must provide valid documentation for absences which details accurate
22 dates of illness (this includes doctors, dentists, and/or health care agencies). Upon returning to school,
23 a student has three (3) school days in which to submit a note. After three (3) days, the absence(s) will
24 become permanently unexcused.

25
26 **II. Personal Days:** Beginning with the 2020-2021 school year, students will be allowed three (3)
27 excused personal days per semester. These days will cover the following types of absences; however,
28 proper documentation must be presented to the office in order for the absence to be excused:

- 29 1. Personal illnesses, serious family illness or family emergency – (a note from the student's
30 parent/guardian or legal custodian will be required for the student's returning to school). The

1 note should include the reason(s) for and the date(s) of the absence. Upon returning to school, a
2 student has three (3) school days in which to submit a note. After three (3) days, the absence(s)
3 will become permanently unexcused.

4 2. Driver's license (documentation is required).

5 3. Deaths

6 A. In the family – One (1) day will be excused. Additional days will be excused at the discretion
7 of the principal (program or death notice is required upon return to school)

8 B. Of others – The principal may excuse absences with appropriate documentation.

9 4. Religious Holidays/Retreats⁵ – Religious holidays will be excused with proper documentation
10 from the parent. Religious retreats must be pre-authorized by the principal with documentation
11 from religious church/agency sponsoring the retreat.

12 5. Appearance in court (documentation from a court official will be required as documentation).

13 6. Pregnancy.

14 7. Extreme weather conditions.

15 8. School-endorsed activities.

16

17 **III. Principal's Discretion:** Absences involving extenuating or unusual circumstances may be
18 approved or pre-approved by the principal on a case-by-case basis.

19 Any absence without a note is automatically an unexcused absence.

20 The principal shall be responsible for ensuring that:⁶

21 1. Attendance is checked and reported daily for each class;

22 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
23 the majority of the day;

24 3. All student absences are verified;

25 4. Written excuses are submitted for absences and tardiness; and

26 5. System-wide procedures for accounting and reporting are followed.

27 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

28 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
29 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
30 absences each school year. No later than seven (7) business days prior to the student's absence, the
31 student shall provide documentation to the school as proof of the student's participation along with a
32 written request for the excused absence from the student's parent/guardian. The request shall include the
33 following:

34 1. Student's name and personal identification number;

35 2. Student's grade;

36 3. The dates of the student's absence;

37 4. The reason for the student's absence; and

38 5. The signatures of the student and parent/guardian.

39

40

1 **RELEASED TIME COURSE¹⁰**

2 A principal/designee may excuse a student to attend a course in religious moral instruction for up to one
3 (1) class period per school day. Students shall not be excused during any class which requires an
4 examination for state or federal accountability purposes.

5 The student shall submit a written consent form signed by the student's parent/guardian prior to
6 participation in the released time course. The principal/designee shall document the approval in writing.
7 The student shall provide documentation to the principal/designee as proof of the student's participation
8 in the released time course.

9 The district shall not be responsible for transporting students to and from the place of instruction.

10 Upon submission of the student's transcript from the entity that provided the released time course, the
11 student may be awarded ~~one-half~~ **one (1/2-1)** unit of elective credit.

12 The Director of Schools shall develop procedures with secular criteria for determining whether credit
13 shall be awarded.

14 **TRUANCY**

15 *General*

16 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
17 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
18 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
19 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
20 considered present for school attendance purposes. If a student is required to participate in a remedial
21 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
22 and the school system provides transportation, unexcused absences from these programs shall be
23 reported in the same manner.⁷

24 A student who is absent ~~three (3)~~ **five (5)** days without adequate excuse shall be reported to the Director
25 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
26 absence. If a parent does not provide documentation within adequate time excusing those absences, or
27 request an attendance hearing, then the Director of Schools shall implement the progressive truancy plan
28 described below prior to referral to juvenile court.

29 Prior to referral to juvenile court, the following progressive truancy plan will be implemented.

30 *Progressive Truancy Plan⁸*

31 **Tier I**

32 Tier I of the progressive Truancy Plan shall apply to all students within the district and include
33 schoolwide prevention-oriented supports to assist with satisfactory attendance. These prevention-
34 oriented supports may include, but are not limited to:

- 1 1. Written notification of student absences;
- 2 2. Parent and/or student consultation;
- 3 3. Counseling referrals; or
- 4 4. Other supports deemed appropriate by the school administration.

5 **Tier II**

6 At five (5) unexcused absences, the Truancy Intervention Specialist will work with the school
7 administration to schedule a meeting with the student and parent. At the meeting, an attendance contract
8 shall be signed which specifies the school's attendance expectations for the student, the period for which
9 the contract is effective, and penalties for further absences. In addition, an Individualized Assessment
10 Plan shall be conducted to determine what may be needed to prevent additional unexcused absences.
11 Such things as counseling, community-based services, or other services may be referred and/or
12 implemented.

13 The school and Truancy Intervention Specialist will continue to monitor the student's attendance and
14 meet with the student to discuss progress.

15 **Tier III**

16 If a student continues with additional unexcused absences after Tier I and Tier II have been attempted,
17 then Tier III will be implemented. It will consist of parents and students being cited to the Marshall
18 County Truancy Board for additional services and a warning of juvenile court. Once all three Tiers have
19 been attempted, students and/or parents will be cited to Juvenile Court.¹³ The interventions shall address
20 students' needs in an age-appropriate manner. Finalized plans shall be approved by the director of
21 schools/designee.

22 **STATE-MANDATED ASSESSMENT**

23 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
24 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
25 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
26 Excused students will receive an incomplete in the course until they have taken the EOC exam.

27 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
28 averaged into their final grade.

29 **DRIVER'S LICENSE REVOCATION²**

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

32 **CREDIT/PROMOTION DENIAL**

33 Credit/Promotion denial determinations may include student attendance; however, student attendance
34 may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the
35 following shall occur:

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

4 Out-of-School Suspension days are likewise unexcused absences.

5 The principal shall be responsible for ensuring that:⁷

- 6 1. Attendance is checked and reported daily for each class;
- 7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 8 the majority of the day;
- 9 3. All student absences are verified;
- 10 4. Written excuses are submitted for absences and tardiness;
- 11 5. System-wide procedures for accounting and reporting are followed; and
- 12 6. Students who are absent three (3) days without adequate excuse shall be reported to the director
- 13 of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
- 14 student's absence.⁸ The director of schools/designee shall also comply with state law regarding
- 15 the reporting of truant students to the proper authorities.⁸

16 **TARDIES, EARLY DISMISSALS AND DETENTION**

- 17 1. Truancy is defined as an unexcused absence for an entire school day, a major portion of the
- 18 school day or any portion of any class, study hall or activity during the school day for which the
- 19 student is scheduled.
- 20 2. Any student who misses more than fifteen (15) minutes of a class period will be counted as
- 21 absent.

22 **ELEMENTARY TARDY* POLICY**

23 *A tardy is defined as a late check in or an early check out from school.

24 After five (5) unexcused tardies, parents will receive written notice from school as a warning that further
25 unexcused tardies will result in a summons to the Marshall County Schools Tardy Review Board. After
26 a student reaches eight (8) unexcused tardies, parents will be summoned to appear before the Tardy
27 Review Board. After a subsequent unexcused tardy, parents may be charged with Educational Neglect
28 in the Marshall County Juvenile Court.

29 Please note: Elementary students receive three parent notes per semester. Parent notes can be used for
30 unexcused tardies.

31

32 **RULES AND PENALTIES**

- 33 1. A student must present documentation of his/her absence and receive a class admittance note
- 34 before entering class. Documentation must be turned in within three (3) school days from the
- 35 date the student returns to school, or the absences will be unexcused.

- 1 2. All missed classwork and tests (whether from an excused or unexcused absence) may be made
2 up if the student makes the request immediately upon returning to school and if class time is not
3 taken. Requests for make-up work made prior to the first bell must be provided by the teacher(s)
4 by 3:00 p.m. the same day. Make-up work must be completed and returned to the teacher within
5 one day per absence.
- 6 3. Time spent in before-school or after-school detention is for disciplinary purposes and will not be
7 construed as make-up time. Under no circumstances will detention time be substituted for class
8 time and/or work missed.
- 9 4. If a student has an illness that requires hospitalization exceeding ten (10) school days, the student,
10 or his/her parent/guardian may apply to the Special Populations Supervisor for a "homebound"
11 teacher to provide instruction.
- 12 5. The principal shall be responsible for notifying in writing the director of schools and the parents
13 of the student of any action taken by the school.
- 14 6. A student participating in a school-sponsored activity, whether on or off campus, will not be
15 counted absent. The student will be eligible to make up all work missed and will receive full
16 credit for the assignment upon completion of the work. To qualify as "school-sponsored", the
17 activity must be school-planned, school-directed, and supervised by an approved sponsor.
- 18 7. Mass exodus, early dismissal, or late arrival of all students, or any segment of students, will not
19 be permitted for any reason except for emergencies such as inclement weather or other
20 unavoidable situations, unless instruction time is made up in full.
- 21 8. Student attendance records will be given the same level of confidentiality as other student
22 records. Only authorized school officials engaged in legitimate educational purposes may have
23 access to student information without the express consent of the parent or guardian, if the student
24 is a minor, or the student, if he or she has attained the age of eighteen (18).⁴
- 25 9. Foreign exchange students will be dealt with on a case-by-case basis by the principal.

26 ATTENDANCE HEARING¹²

27 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
28 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
29 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
30 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
31 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
32 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
33 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
34 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
35 of any action taken regarding the excessive unexcused absences. The notification shall advise
36 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
37 Schools/designee.

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

39 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
40 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
41 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
42 The action of the Board shall be final.

1 The Director of Schools/designee shall ensure that this policy is posted in each school building and
2 disseminated to all students, parents, teachers, and administrative staff.

3

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Legal References:

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)
13. TCA 49-6-3009

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds:	Issued:

1 *General*

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

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8
- 9 2. Alternative program options for students who severely fail to meet minimum attendance
10 requirements;
- 11
- 12 3. Ensuring that all school age children attend school;
- 13
- 14 4. Providing documentation of enrollment status upon request for students applying for new or
15 reinstatement of driver's permit or license; and
- 16
- 17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
18 withdraws from school.²

19 Student attendance records shall be given the same level of confidentiality as other student records.
20 Only authorized school officials with legitimate educational purposes may have access to student
21 information without the consent of the student or parent(s)/guardian(s).³

22 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
23 Excused absences shall include:⁴

- 24 1. Personal illness/injury;
- 25
- 26 2. Illness of immediate family member;
- 27
- 28 3. Death in the family;
- 29
- 30 4. Extreme weather conditions;
- 31

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

23 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
24 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
25 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
26 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
27 considered present for school attendance purposes. If a student is required to participate in a remedial
instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
and the school district provides transportation, unexcused absences from these programs shall be
reported in the same manner.⁷

28 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
29 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
30 absence. If a parent/guardian does not provide documentation within adequate time excusing those
31 absences or request an attendance hearing, then the Director of Schools shall implement the progressive
32 truancy intervention plan described below prior to referral to juvenile court.

33 *Progressive Truancy Plan*⁸

34 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
35 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
36 not limited to, [insert local practices as to these schoolwide prevention-oriented supports].

1 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
2 unexcused absences, but before referral to juvenile court, and includes the following:

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
7
 - 8 a. A specific description of the school's attendance expectations for the student;
 - 9 b. The period for which the contract is effective; and
 - 10 c. Penalties for additional absences and alleged school offenses, including additional
11 disciplinary action and potential referral to juvenile court.
- 12 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
13
- 14 4. A school employee shall conduct an individualized assessment detailing the reasons a student
15 has been absent from school. The employee may refer the student to counseling, community-
16 based services, or other services to address the student's attendance problems.
17

18 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
19 consist of the following interventions: _____ [e.g., school-based community services;
20 participation in a school-based restorative justice program; referral to a school-based teen court;
21 Saturday or after-school courses designed to improve attendance and behavior]. The interventions
22 shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the
23 Director of Schools/designee.

24 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

25 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
26 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
27 absences each school year. No later than seven (7) business days prior to the student's absence, the
28 student shall provide documentation to the school as proof of the student's participation along with a
29 written request for the excused absence from the student's parent/guardian. The request shall include
30 the following:

- 31 1. Student's name and personal identification number;
- 32
- 33 2. Student's grade;
- 34
- 35 3. The dates of the student's absence;
- 36
- 37 4. The reason for the student's absence; and
- 38
- 39 5. The signatures of the student and parent/guardian.

1 RELEASED TIME COURSE¹⁰

2 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
3 one (1) class period per school day. Students shall not be excused during any class which requires an
4 examination for state or federal accountability purposes.

5 The student shall submit a written consent form signed by the student's parent/guardian prior to
6 participation in the released time course. The principal/designee shall document the approval in
7 writing. The student shall provide documentation to the principal/designee as proof of the student's
8 participation in the released time course.

9 The district shall not be responsible for transporting students to and from the place of instruction.

10 **[Include the following language if the Board wants to allow students to receive credit for these**
11 **courses:** Upon submission of the student's transcript from the entity that provided the released time
12 course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall
13 develop procedures with secular criteria for determining whether credit shall be awarded.]

14 MAKE-UP WORK

15 **[Insert local practices concerning make-up work.]**

16 STATE-MANDATED ASSESSMENT

17 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
18 doctor's excuse or have been given an excused release by the principal prior to testing to receive an
19 excused absence. Students who have excused absences will be allowed to take a make-up exam.
20 Excused students will receive an incomplete in the course until they have taken the EOC exam.

21 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
22 averaged into their final grade.

23 CREDIT/PROMOTION DENIAL

24 Credit/promotion denial determinations may include student attendance; however, student attendance
25 may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following
26 shall occur:

- 27 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
28 credit/promotion denial due to excessive absenteeism; and
29
- 30 2. Procedures in due process are available to the student when credit or promotion is denied.

31 DRIVER'S LICENSE REVOCATION²

32 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
33 semester shall be ineligible to retain a driver's permit or license.

1 ATTENDANCE HEARING¹²

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

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\)](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

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