

GMSD Work Session
December 9, 2019 6:00 PM
Board Room, GMSD Office

1. Annual Review/Revision of Policies - First Reading
2. Miscellaneous FY2019-20 Budget Amendment # 15
3. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in August	Descriptor Term: <h2 style="text-align: center;">Attendance, Pregnancy, and Truancy</h2>	Descriptor Code: 6.200	Issued Date: 1/13/20 11/12/19
		Rescinds: 6.200	Issued: 09/16/19

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Superintendent/designee shall develop appropriate administrative
 3 procedures to implement this policy.

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

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance
 7 requirements;
- 8 3. Ensuring that all school age children attend school.

9 The principal shall be responsible for ensuring that:⁶

- 10 1. Attendance is checked and reported daily for each class;
- 11
- 12 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
 13 for the majority of the day;
- 14 3. All student absences are verified;
- 15 4. Written excuses are submitted for absences and tardiness; and
- 16 5. System-wide procedures for accounting and reporting are followed.
- 17
- 18 6. Providing documentation of enrollment status upon request for students applying for new or
 19 reinstatement of driver's permit or license; and Notifying the Department of Safety
 20 whenever a student with a driver's permit or license withdraws from school.²

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

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

1 The Superintendent/designee shall require, from the parent of each student of compulsory school age
2 or from an adult student who has been absent from school or from class for any reason, a written
3 statement of the cause for such absence within (5) days of returning to school. The Board of Education
4 reserves the right to verify such statements and to investigate the cause of each single absence or
5 prolonged absence.

6 The Board considers the following factors to be reasonable excuses for time missed at school:⁴

- 7 A. Personal Illness, injury, or hospitalization of student. Physician verification will be
8 required to justify absences after the accumulation of ten (10) days of absences during
9 the school year. Notes must be date specific and will be required for subsequent absences
10 beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a
11 school year, physician verification will be required to justify the absence from school.
12 Any accumulation of absences, check-ins, or check-outs beyond ten (10) without
13 physician verification will be unexcused.
- 14 B. Personal illness in the family necessitating the presence of the child.
- 15 C. Death in the family.
- 16 **D. School-Endorsed Activities**
- 17 E. Absence due to the incapacity of parent/guardian.
- 18 F. Special and recognized religious holidays regularly observed by persons of their faith.⁵
- 19 G. Legal Court Summons, Court Order, or Subpoena when it is not a result of the student's
20 misconduct as provided for by law.
- 21 H. Pregnant Students
- 22 I. Extenuating circumstances approved by the principal on a case-by-case basis.

23 **TRUANCY**

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

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

37 *Progressive Truancy Intervention Plan*⁸

1 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
2 implemented.

3 **Tier I**

4 Tier I of the progressive truancy intervention plan shall include the following:

- 5 1. A conference with the student and the student's parent(s)/guardian(s);
6
- 7 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
8 and an attendance supervisor or designee. The contract shall include:
9
 - 10 a. A specific description of the school's attendance expectations for the student;
 - 11 b. The period for which the contract is effective; and
 - 12 c. Penalties for additional absences and alleged school offenses, including additional
13 disciplinary action and potential referral to juvenile court; and
14
- 15 3. Regularly scheduled follow-up meetings to discuss the student's progress.

16 **Tier II**

17 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,
18 the student will be subject to Tier II.

19 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a
20 student has been absent from school. The employee may refer the student to counseling, community-
21 based services, or other services to address the student's attendance problems.

22 **Tier III**

23 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

24 These interventions shall be determined by a team formed at each school. The interventions shall
25 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director
26 of Schools/designee.

27 **MILITARY⁹**

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

- 32 (1) An excused absence for one (1) day when the member is deployed;
33
- 34 (2) An additional excused absence for one (1) day when the service member returns
35 from deployment; and

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

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

5 Students receiving an excused absence under this section shall have the opportunity to make up school
6 work missed and shall not have their class grades adversely affected for lack of class attendance or
7 class participation due to the excused absence.¹¹ Students shall have 1 day to make up work for each
8 day of excused absence.

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

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

11 **PREGNANT STUDENTS**

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

16 **CREDIT/PROMOTION DENIAL**

17 Credit/promotion denial determinations may include student attendance; however, student attendance
18 may not be the sole criterion.¹⁰ 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
21 to excessive absenteeism.

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

23 **ATTENDANCE HEARING¹¹**

24 An attendance hearing scheduled by the principal, for students with excessive (more than 5) unexcused
25 absences, will be held to determine if any of the extenuating circumstances exist or to determine if the
26 student has met the attendance requirements that will allow him/her to pass the course or be promoted.
27 Upon notification of the attendance committee's decision, the principal shall send written notification
28 to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken
29 regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their
30 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.

Legal References

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 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

Cross References

- School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 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
Students in Foster Care 6.505
Student Records 6.600



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019 - 2020

Amendment # 15

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116	Teachers Salaries (2.87 FTEs)	18,922,091	378,442	3,592	19,304,125
141-71100-201	Social Security	1,225,579	23,496	223	1,249,298
141-71100-204	TCRS	2,094,124	41,347	382	2,135,853
141-71100-212	Medicare	286,627	5,495	52	292,174
141-71200-116	SPED Teachers Salaries (2 FTEs)	2,075,459	41,509	2,247	2,119,215
141-71200-163	ED Assistants (26 FTEs)	697,610	13,952	12,116	723,678
141-71200-201	Social Security	206,102	4,060	891	211,053
141-71200-204	TCRS	343,877	6,961	1,527	352,365
141-71200-212	Medicare	56,176	950	208	57,334
141-72210-105	Director/Supervisor Salaries (3.6 FTEs)	671,659	13,433	4,415	689,507
141-72210-201	Social Security	98,103	1,956	274	100,333
141-72210-204	TCRS	155,855	3,354	469	159,679
141-72210-212	Medicare	22,943	458	64	23,465
141-72220-105	Director/Supervisor Salaries (0.3 FTE)	251,963	5,039	664	257,666
141-72220-201	Social Security	75,026	1,499	41	76,566
141-72220-204	TCRS	115,510	2,571	71	118,151
141-72220-212	Medicare	17,546	351	10	17,906
141-39000	Reserves	11,183,890	(892,629)	(27,245)	10,264,016

REASON FOR AMENDMENT:

2% COLA stipend for all GMSD staff paid with federal funds (i.e., Title I, Title II, Consolidated Admin, and IDEA).

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair Date

GMSD Superintendent Date