

FHS ATTENDANCE POLICY

It is our expectation that all Franklin High School students will attend school every day school is in session. We expect parents to support us in reaching that goal. Regular, uninterrupted attendance is an essential ingredient in the learning process. The state of Tennessee requires each school to maintain an average daily attendance (AYP) rate of 95%.

The purpose of the following policies is to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance, and primarily to foster regular attendance for all students.

ATTENDANCE RESPONSIBILITIES

Students

- Be present and on time for all classes.
 - Secure assignments whenever absent.
 - Make sure your parents call Student Services by 9:00 AM on the day of the absence. 615-472-4463 or 615-472-4457
- Bring your parent note or medical excuse to Student Services the morning following your absence.

Parents/Guardians

- Make sure your child is in school every day unless there is a valid reason.
- Call Student Services by 9:00 AM on the day your child is absent OR by prearranged note prior to absence.
- Send a note to school following the absence detailing the reason for the absence.
- For extended illness, email teachers for assignments.

Teachers

- Keep accurate attendance records and report accurate information to Student Services every period.
- Notify assistant principals of suspected skipping or other attendance irregularities.
- Give assignments to students in a timely manner whenever informed of a prearranged absence or after an excused absence or when requested by the Student Services staff.

Student Services/Attendance Secretary

- An electronic phone system will notify parents of daily absence by 10:00 AM.
- Monitor students with attendance problems.
- Send letters to parents after 5 unexcused absences and/or 10 excused absences.

ATTENDANCE PROCEDURES

EXCUSED ABSENCES

Parents should phone the Office of Student Services (615-472-4463/4457) between 7:00 - 9:00 A.M. the day the student is absent. The fax number for the school is 615-472-4478. Parents are to send a note or a medical excuse to school the morning following the absence. If parents do not send in a note AND only make contact by phone the absences will be considered unexcused. Excused absences may be granted for the following:

- **Illness of the student.** *The principal may require a doctor's statement. Although a doctor's statement may be required at any time for an absence to be excused, it will be required of any student that accumulates 10 or more absences of any kind.*
- **Illness in the immediate family,** which requires absence of the student from school. A doctor's statement may be required.
- **Death in the immediate family.** Absence should not exceed 5 days.
- **Religious holidays** regularly observed by persons of the student's faith. A statement from the minister or other person recognized by the given religious group may be required.
- **Absences for other reasons** as approved by administration.

PRE-ARRANGED ABSENCES

Students must present a note from their parents detailing the date and reason for the requested absence (i.e. family trip, college visits, extracurricular competition). The note must be taken to Student Services **ONE WEEK PRIOR** to the requested absence. The one week period allows grades and attendance to be verified and arrangements to be made with the teachers.

EARLY DISMISSAL

Any student requesting an early dismissal must present a note signed by his parent/guardian in Student Services by 7:25. All notes should contain the date, specific reason for leaving, the parent/guardian's signature, and the parent/guardian's daytime phone number. The parent/guardian will be contacted to verify the note prior to student release. The student will receive an orange dismissal form he/she is to present to the teacher at the designated time. The student is then to report to Student Services with the orange slip. Students must sign out in Student Services. **No early dismissals after 2:00pm please.**

Students leaving without following the procedures of an early dismissal or check out with the school nurse will be considered skipping and will face disciplinary action.

EARLY DISMISSAL AND RETURN ON THE SAME DAY

Students must follow the same procedures listed above and in addition sign back in at Student Services upon returning to the building and receive a pass to return to class.

ATHLETIC OR EXTRACURRICULAR ACTIVITIES

Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will not be permitted to participate on that date. Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. Any exceptions to this policy must be approved by an administrator.

FIELD TRIPS

A field trip will not count as an absence, but students will be responsible for making up all work. The field trip sponsor will send a list of all students attending the field trip to the attendance secretary one week prior to departure. Only required field trips will be allowed after April 9.

CLINIC

A student should report to class before requesting a pass to the clinic, guidance, or Student Services. **The absence will be considered unexcused for that class period or all that are missed if this procedure is not followed.** An assessment will be made by the nurse. Students who drive will be allowed to drive home if their condition and the parent/guardian allow. Students are not allowed to call parents and leave school without following the listed procedures. Failure to follow the rules will result in disciplinary action.

CHECKING IN AFTER AN ABSENCE

Upon Returning to school after an absence, a note from a parent/guardian must be presented to the Student Services Office before school. The note should include: student name, date of absence, reason for absence, and a phone number where a parent/guardian can be reached during the day. **The attendance secretary will distribute a list once a day that list all the confirmed absences.**

LATE ARRIVAL TO SCHOOL/CLASS

- All doors other than the door to the main office will be locked at the beginning of the school day. Any student who arrives late to school will enter through the front office. Students should not open any outside doors for students and adults.
- If a student arrives more than 10 minutes late he/she must have a note from a parent/guardian and report directly to Student Services. The student will be issued a pass indicating whether the tardy is excused/unexcused upon time of arrival. If the student's tardy is unexcused, the teacher is to issue a referral for skipping. Teachers are to collect the pass from Student Services.
- Students should not be admitted without a pass from Student Services.

Each time a student is late to class (10 minutes or less) he/she will receive a detention form filled out by the classroom teacher. The form will assign the student to one of the available detention periods before school, during lunch (seniors only), or after school. The student will receive the bottom copy of the tardy form. The teacher will turn over the top two copies to grade level administrator at the end of the school day. If the student fails to attend the detention assigned, he/she can be assigned to Saturday School, or ISS.

DETENTION POLICY

- Detention is served before school M-F (6:45), during lunch (seniors only), or after school on Tuesdays and Thursdays (2:45-3:45).
- Within each 9 week period, students will receive a detention each for their first three tardies. When the 4th tardy is given, the student will receive Saturday School. Any tardies received after 4 will result in Sat School and/or ISS.
- Students serving detentions must report on time. Students who are tardy will not be admitted. Students must bring textbooks and/or schoolwork or assignments will be given.
- If students refuse to study or follow the detention supervisor's instruction, they will be sent home without credit for detention and referred for administrative action.
- No sleeping, talking, or food is allowed in the detention sessions or Saturday School.
- Only medical emergencies will be considered as excused reasons for missing detention. Students will need to bring a note from their physician by 7:25 a.m. on the first scheduled day of school after the missed detention. **Students cannot use work as an excuse to miss detention.**
- If a student misses detention he/she must meet with their grade level AP or is subject to Friday/Saturday School or ISS.
- If a student is absent from school on their assigned detention date, the detention must be served the next scheduled detention day.

UNEXCUSED ABSENCES

- Any student whose absence is unexcused will be expected to make up the work missed or due on dates of absence (County Policy 6.200). All missed work or tests from absences may be made up provided the student makes the request immediately upon returning to school, and provided class time is not taken from other students.

COMPULSORY ATTENDANCE LAWS

- If a student has a total of 5 unexcused absences, a "compulsory attendance law letter" must be sent to the parent. State Law 49-3-3007 (e) 1,2,3
- **If a student continues to be absent 3 days from the date of the compulsory attendance laws letter, then a petition for truancy must be filed. State law 49-6-3007 (e) 1,2,3**
- If a student missed 10 or 15 total unexcused absences during any semester then the school must send a letter to the State Department of Transportation (driver's license revoked) State Law 49-6-3017 (f)

DENIAL OF MOTOR VEHICLE LICENSE (TCA49-6-3017)

This recent state law applies to all persons 15-17 years of age and requires suspension action be taken in regards to persons that do not have a drivers license as well as those that are licensed. The law requires that students be enrolled and making "satisfactory academic progress" in a secondary school. As used in this law, "satisfactory academic progress" means making a passing grade in at least three full unit subjects or their equivalency at the conclusion of any regular school semester. A student who fails to maintain "satisfactory academic progress," based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period.