



**LAKELAND BOARD OF EDUCATION
WORK SESSION AGENDA
Monday, March 2, 2026, 5:45 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

- I. **CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**
- II. **ROLL CALL**
- III. **CHAIR'S WELCOME**
- IV. **PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**
- V. **REPORTS**
 - 1. Superintendent's Report
 - 2. Monthly Financial Summary
 - January 2026
 - 3. Legislative Liaison Update
- VI. **APPROVAL OF AGENDA**
- VII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes: February 2, 2026 - Business Meeting
 - 2. Approval of Amendment to Policy 6.200 - Attendance
- VIII. **DISCUSSION / ACTION**
- IX. **ANNOUNCEMENTS**
- X. **ADJOURNMENT**
- XI. **Academic Data Presentation**

Lakeland Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 03/09/26
		Rescinds: 6.200	Issued: 07/14/25

General

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

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

The Student Services Supervisor shall oversee the entire attendance program which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license;
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school; and²
6. Assisting the Board, under the direction of the Superintendent, with the enforcement of the compulsory attendance laws of the State, and to discharge other duties that are necessary to effectuate enforcement of laws, this policy, and any procedures related to absenteeism and truancy.

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

Absences shall be classified as either excused or unexcused as determined by the Principal or his/her designee.

A. Excused absences shall include:⁴

1. Personal illness/injury;

- a. Only ten (10) days, whether consecutive or not, can be excused by a parent note.
- b. All absences over 10 days must be accompanied by a medical note.
2. Illness of immediate family member;
 - a. Immediate family member refers to a student's parents/guardian or sibling.
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;
7. School endorsed activities;
8. Driver's testing;
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Out-of-school suspensions are not considered excused absences.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
 3. All student absences are verified;
 4. Written excuses are submitted for absences and tardiness; and
 5. System-wide procedures for accounting and reporting are followed.
- B. Absences for non-school sponsored extracurricular activities⁹:
1. School Principals may excuse a student from school attendance to participate in a non-school sponsored extracurricular activity if the following conditions are met:
 - a. The student provides documentation to the school as proof of the student's participation in the non-school sponsored extracurricular activity; and
 - b. The student's parent or guardian, prior to the extracurricular activity, submits to the Principal or designee a written request for the excused absence. The principal will share instructions for making these requests, however, the following are the basic

requirements for any absences meeting this criteria. The written request shall be submitted no later than three (3) business days prior to the student's absence and shall include:

- i. The student's full name;
 - ii. The student's grade;
 - iii. The dates of student's absence;
 - iv. The reason for the student's absence; and
 - v. The signature of the student and the student's parent or guardian.
2. The Principal or designee shall indicate in writing whether the absence is excused or unexcused.
 3. The maximum number of days for which school Principals may excuse students for non-school sponsored extracurricular activities is five (5) per school year; provided that the Principal may limit the number of days for which students may be excused based upon the student's grades or disciplinary record.
 4. No absences requested during the state-approved TCAP testing window or semester exams will be considered for approval.

All absences must be verified in writing by the parent within three (3) business days of the student's return to school.

Absences for which no written verification is submitted will be considered unexcused.

Students who have more than five (5) unexcused absences have the opportunity to appeal to the Student Services Supervisor. The decision of the Student Services Supervisor shall be final.

Students participating in school sponsored activities shall be counted present.

POSTSECONDARY SCHOOL VISITS

Ninth (9th), Tenth (10th), Eleventh (11th), and Twelfth (12th) grade students participating in postsecondary school visits shall be counted as present, up to three (3) school days per academic school year. Twelfth (12th) grade students may request additional days for postsecondary school visits. These requests must be made in writing to the principal or designee at least one week prior to the visit.

In order to be counted as present, the student must satisfy the following requirements:

- a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit must be provided to the school attendance secretary or designee;

- b) By no later than two (2) school days following the postsecondary school visit, the student must present the school attendance secretary with a signed letter or form from a campus official of the postsecondary institution documenting that the student visited the postsecondary institution; and
- c) The student must complete all schoolwork missed during the postsecondary school visit.

Postsecondary school visits are not required of any student. The student's parent or guardian, not Lakeland School System, are solely responsible for facilitating postsecondary school visits and for ensuring the safety of the student during the visit.

TRUANCY

General

Annually, the Superintendent/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be 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 system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

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

Progressive Truancy Plan⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, positive reinforcement and incentive programs, class and school-wide recognition, and programs that recognize improved attendance.

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

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of one or more of the following interventions: RTI2B Tier III interventions, school-based community services; participation in a school-based restorative justice program, referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior.

The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Superintendent/designee.

If truancy interventions are unsuccessful, or the parent/guardian is unwilling to cooperate with the truancy intervention requirements outlined in the progressive truancy plan, then the director of schools, or designee, may report the student's absences to the appropriate judge without completing the intervention tiers.

MILITARY SERVICE OF PARENT/GUARDIAN⁹

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes. The released time course shall be conducted off public school property and shall coincide with school class schedules. No public funds shall be expended and no public school personnel shall be involved in providing the instruction for released time courses.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹¹ The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course. The entity providing the religious moral instruction shall maintain attendance records and

make the records available to Lakeland School System. The student shall assume responsibility for any missed schoolwork.

The district shall not be responsible for transporting students to and from the place of instruction. The entity providing the religious moral instruction shall assume liability for the student attending the released time course from the time that the student leaves the school until the student returns to the school.

MAKE-UP WORK

Students will be allowed one additional day for each excused absence to complete make-up work, tests, or other assignments that were due during their absence for full credit. Requests for exceptions to this policy shall be made first to the classroom teacher then to the principal for any final decisions.

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹² If attendance is a factor prior to credit/promotion denial, the following shall occur:

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

DRIVER'S LICENSE REVOCATION²

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

ATTENDANCE HEARING¹³

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating

circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Superintendent/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent/designee.

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

Within five (5) school days of the Superintendent/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Superintendent/designee. 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. [Public Acts of 2025, Chapter No. 401](#)
12. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
13. [TRR/MS 0520-01-02-.17\(7\)](#)

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
 Homeless Students 6.503
 Students in Foster Care 6.505
 Students from Military Families 6.506
 Student Records 6.600