



**LAKELAND BOARD OF EDUCATION**  
**Work Session AGENDA**  
**Monday, December 4, 2023, 5:45 PM**  
**LPS Library**  
**5020 Lions Crest Dr**  
**Lakeland, TN 38002**

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- 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. Legislative Representative Update
  - 2. Superintendent's Report
  - 3. Monthly Financial Summary
  - November 2023
- VI. **APPROVAL OF AGENDA**
- VII. **CONSENT AGENDA**
  - 1. Approval of Meeting Minutes: November 13, 2023 Business Meeting
  - 2. Approval of Update to Policy 1.105 - School Board Legislative Involvement
  - 3. Approval of Update to Policy 1.701 - School District Planning
  - 4. Approval of Update to Policy 2.400 - Revenues
  - 5. Approval of Update to Policy 4.209 - Alternative Credit Options
  - 6. Approval of Update to Policy 4.602 - Honor Roll, Awards, and Class Ranking
  - 7. Approval of Update to Policy 4.603 - Promotion and Retention
  - 8. Approval of Update to Policy 6.200 - Attendance
- VIII. **DISCUSSION / ACTION**
  - 1. Approval of Update to 23-24 School Board Calendar
  - 2. Election of Policy Committee
  - 3. Election of Ethics Committee
  - 4. Election of Disciplinary Hearing Officers
  - 5. Discussion on SCOPE Conference Applications
- IX. **ANNOUNCEMENTS**
- X. **ADJOURNMENT**



**LAKELAND BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**Monday, November 13, 2023, 5:45 PM**

**Lakeland City Hall / Board Room  
10001 Highway 70  
Lakeland, TN 38002**

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**I. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**

With a quorum present, the meeting was called to order on Monday, November 13, 2023, at 5:46 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

**II. ROLL CALL**

Attendance Taken at 5:47 PM.

Deborah Thomas:	Present
Keith Acton:	Present
Michelle Childs:	Present
Laura Harrison (Chair):	Present
Jeremy Burnett (Vice-Chair):	Present

**III. CHAIR'S WELCOME**

**IV. PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**

*No comments.*

**V. REPORTS**

**1. Legislative Representative Update**

Legislative Representative Michelle Childs stated that no report was available as the General Assembly was not in session.

**2. Superintendent's Report**

Superintendent Horrell reported on various administrative items:

- Strategic Plan Survey

**3. Monthly Financial Summary:**

- September 2023
- October 2023

**VI. APPROVAL OF AGENDA**



**LAKELAND BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**Monday, November 13, 2023, 5:45 PM**

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Jeremy Burnett (Vice-Chair) moved to approve the agenda as presented, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

**VII. CONSENT AGENDA**

- 1. Approval of Meeting Minutes: October 02, 2023 Business Meeting**
- 2. Approval of LEA Compliance Report**
- 3. Approval of Update to 23-24 School Fees List**
- 4. Approval of Update to Policy 6.204 - Foreign Exchange Students**
- 5. Approval of FY 23-24 Budget Amendments (11/23)**
- 6. Update to 23-24 School Board Calendar**

Keith Acton moved to approve the items on the Consent Agenda as presented, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

**VIII. DISCUSSION / ACTION**

- 1. Benchmark Presentation by Director of Assessment, Accountability, and Data**
- 2. Approval of 23-24 Tenure Recommendations**



**LAKELAND BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**Monday, November 13, 2023, 5:45 PM**

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Jeremy Burnett (Vice-Chair) moved to approve the 23-24 Tenure Recommendations as presented, seconded by Michelle Childs. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

**3. Approval of Staff Bonuses**

Jeremy Burnett (Vice-Chair) moved to to approve 23-24 staff bonuses in the amounts of \$1000 for certified staff and \$750 for classified staff as presented, seconded by Keith Acton. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

**4. Approval of FY 23-24 Budget Amendments (Bonuses & Textbooks)**

Laura Harrison (Chair) moved to to approve the FY 23-24 Budget Amendments (Bonuses & Textbooks) as presented, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, November 13, 2023, 5:45 PM

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Thomas: Aye

5. Election of Legislative Representative (Policy 1.200)

Laura Harrison (Chair) moved to bring the item to the floor, seconded by Jeremy Burnett (Vice-Chair).

Laura Harrison (Chair) moved to nominate Michelle Childs as the Legislative Liaison, seconded by Jeremy Burnett (Vice-Chair). Motion carried.

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

6. Review Policy Manual: Section 4

IX. ANNOUNCEMENTS

X. ADJOURNMENT

There being no other business on which to take action, Jeremy Burnett moved to adjourn the meeting, seconded by Keith Acton. Motion carried.

Acton: Aye

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

The meeting was adjourned at 6:30 PM on Monday, November 13, 2023.
These minutes were approved on Monday, December 11, 2023.

[Signature page follows]



**LAKELAND BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**Monday, November 13, 2023, 5:45 PM**

**Lakeland City Hall / Board Room**

**10001 Highway 70**

**Lakeland, TN 38002**

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Laura Harrison, Chair

ATTEST:

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Dr. Ted Horrell, Superintendent

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Jessica Millspaugh, Board Secretary

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>1.105</b>	Issued: <b>07/11/22</b>

1 The Board shall work for the passage of new laws designed to ~~advance the cause of improving~~  
 2 **improve** public education in Tennessee. Likewise, the Board shall work for the repeal or modification  
 3 of existing laws and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
 6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and the  
 8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative representative;
- 10 4. The Board shall work with its legislative ~~representative~~ **liaison**, TSBA, and other concerned  
 11 groups in developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
 13 expenses, necessary to ensure active participation in the legislative process.

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>12/11/23</b>
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 8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative ~~representative~~  
 10 **liaison**;
- 11 4. The Board shall work with its legislative ~~representative~~ **liaison**, TSBA, and other concerned  
 12 groups in developing an annual legislative program; and
- 13 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
 14 expenses, necessary to ensure active participation in the legislative process.

## Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>2.400</b>	Issued: <b>03/17/14</b>

### 1 *General*

2 Any money collected by any school shall be documented ~~by a written~~ with a receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the  
4 school, including contracts with other schools for interschool events. To be included in this accounting  
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and  
6 all fund raising activities. Each principal shall determine the reconciliation method to be used for all  
7 events which require a ticket.<sup>1</sup>

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based  
9 on the purchase price to the vendor providing the service or item. Resale items not intended to generate  
10 a profit shall be determined by the principal.<sup>2</sup>

### 11 **FEES**

12 School fees **are to be kept to a minimum** and may be expended only for the purposes for which they were  
13 collected. **The school shall not require any student to pay a fee to the school for any purpose, except as**  
14 **authorized by the Board.** No fees shall be required of any student as a condition to attend the school or  
15 use its equipment.<sup>3</sup> School fees shall be waived for students who receive free or reduced-price lunches.<sup>4</sup>  
16 No student will be penalized for nonpayment of any ~~materials~~ school fee.

### 17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the  
19 school bank account. The principal shall report the collections and pay the Board by school check.<sup>5</sup>

### 20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student  
22 loses or damages,<sup>6</sup> including textbooks, library books, equipment and buildings. All money collected as  
23 fines shall be placed in the system-wide school fund.

1 **TUITION INCOME**

2 Tuition collected from nonresident students shall be placed in the system-wide school fund.

3 **RENTAL INCOME**

4 The principal will collect and remit to the central office all money received for use of a particular school  
5 facility or other school property.

6 **GRANTS**

7 Grants for educational purposes made available by the state and/or federal government may be sought  
8 by the school system but only when the conditions of their availability are in harmony with the purposes  
9 and policies of the Board and the laws of the state and county. Principals may apply for and receive  
10 grants, but funds must be recorded in a separate restricted fund account.<sup>7</sup>

11 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>6</sup>**

12 Approved district staff may utilize RevTrak or GoFans for electronic transactions. The  
13 Superintendent/designee shall determine when this type of transaction may be utilized on a case-by-  
14 case basis. At the individual school level, the principal shall oversee the collection of funds and submit  
15 a plan that includes the following:

- 16 1. Adequate supporting documentation for the electronic collection method including a plan to  
17 provide a total daily receipt summary;
- 18 2. Methods of providing receipts to payers;
- 19 3. Information on maintaining and inspecting any voided receipts; and
- 20 4. How daily electronic collections shall be reconciled with the total daily receipt summary and  
21 who will be assigned to complete this task.

22 Processing fees for these transactions shall be charged.

23 The Superintendent/designee shall establish adequate internal controls to ensure compliance with the  
24 *Tennessee Internal School Funds Manual*.

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Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

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Cross References

Fundraising Activities 2.601  
Student Activity Funds Management 2.900  
Food Service Management 3.500  
Textbooks and Instructional Materials 4.400  
Compensation Guides & Contracts 5.110  
Attendance of Non-Resident Students 6.204  
Student Fees and Fines 6.709

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>4.209</b>	Issued: <b>01/09/23</b>

## 1 ONLINE COURSES

2 High school students may earn credit to be applied toward graduation requirements by completing online  
3 courses offered through agencies or institutions approved by the Superintendent and/or designee.  
4 Students must meet all the prerequisite requirements for the course and complete any applicable End of  
5 Course exams.

6 Credit from these online courses may be earned only in the following circumstances:

- 7 1. The course is not offered at the high school in an in-person format, or although the course is  
8 offered at the high school, the student has an unavoidable scheduling conflict;
- 9 2. The course will serve as a supplement to homebound instruction;
- 10 3. The student has been expelled from a regular school setting, but educational services are to be  
11 continued;
- 12 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines  
13 the student requires a differentiated or accelerated learning environment.
- 14 5. The course is not offered but is required to complete the student's program of studies or to  
15 complete a course that was begun at another school to fulfill graduation requirements.

16 The express written approval of the principal/designee shall be obtained before a student enrolls in an  
17 online course for the student to receive high school credit for the course. Fees for approved courses taken  
18 during the regular school day will be the responsibility of the school system. Fees for approved courses  
19 taken outside of the regular school day will be the responsibility of the parent/guardian.

20 The school shall receive an official record of the final grade before credit toward graduation will be  
21 recognized. Grades must be submitted to the student's high school prior to the beginning of the next  
22 semester. Numerical grades provided by the online institution will be recorded on the permanent record  
23 exactly as provided regardless of status (passing, failing, withdrawal). If the institution only provides a  
24 letter grade, Lakeland School System will convert to a numerical grade that is the median of the district  
25 grading scale for the letter grade given.

26 Students may be placed in virtual courses during the school day at the Principal's discretion. Virtual  
27 courses taken during the school day shall count toward the student's grade point average and class  
28 ranking.

1 Students who wish to take additional courses to enhance their program of studies may do so with  
 2 principal approval outside of the school day. Grades earned in online courses outside the school day shall  
 3 not be counted toward the student's class ranking or grade point average.

4 Grades earned in credit recovery courses will be used to determine class rank and grade point average in  
 5 accordance with Lakeland School System policies and the Tennessee State Uniform Grading Policy.

6 Any student that has declared for early graduation at the commencement of the student's 9th grade year  
 7 and has been approved in writing by the Principal, may take out of school virtual courses to fulfill the  
 8 Move On When Ready Program. Out of school virtual courses taken toward early graduation shall count  
 9 toward the student's grade point average, provided that prior to enrolling in the out of school virtual  
 10 courses, the Principal approved the student taking the out of school virtual courses.

11 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
 12 monitoring of students taking online courses.

### 13 COURSE ACCESS PROGRAM

14 Students in grades seven through twelve (7-12) may participate in the statewide course access  
 15 program. To become eligible to participate, students shall:

- 16 1. Meet all prerequisite requirements for the course access course; and
- 17 2. Be unable to enroll in a comparable course at the student's school because:
  - 18 a. A comparable course is not offered; or
  - 19 b. A legitimate situation exists that prevents the student from enrolling in a comparable
  - 20 course.<sup>1</sup>
  - 21

22 The Superintendent shall develop administrative procedures to ensure that students and  
 23 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access  
 24 course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the Board within 10  
 25 business days of a denial.

26 After a timely appeal is made, the Board will provide written notification to the student and  
 27 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than  
 28 ten (10) business days after the appeal is submitted. At the hearing, the Board shall determine whether  
 29 there was an error in denying the student the ability to participate in the course access program.<sup>3</sup>

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#### Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/MS 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

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#### Cross References

Homebound Instruction 4.206  
 Credit Recovery 4.210  
 Grading System 4.600  
 Graduation Requirements 4.605

<b>Lakeland Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Honor Roll, Awards, &amp; Class Ranking</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>4.602</b>	Issued: <b>10/04/21</b>

1    **HONOR ROLL**

2    Honor roll students shall be determined by standards recommended by the principal. Unless a student or  
3    the parent/guardian of a student objects, the names of honor roll students may be released to the news  
4    media.

5    **AWARDS AND CONTESTS**

6    Prior to a school department or club presenting honors or awards, the school's principal shall approve  
7    such honor or award. Following approval, the school shall keep on file the name of the honor or award  
8    and the basis for selection of the honor or award.

9    **CLASS RANKING**

10   All grades earned in high school level courses through the first semester of grade 12 shall be counted  
11   toward the grade point average and the rank in class.

12   To become valedictorian or salutatorian, a student must be enrolled in the high school **at least for the**  
13   **entirety of the** three (3) ~~of the five (5)~~ semesters preceding the final semester. The final semester shall  
14   not be used in determining class standing.

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- Cross References
  - Grading System 4.600
  - Graduation Requirements 4.605

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>4.603</b>	Issued: <b>10/03/22</b>

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
 3 federal law. All decisions shall be made in consultation with a student’s IEP and/or 504 team, if  
 4 applicable.<sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion **may be considered** for  
 6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
 7 retention shall include:<sup>2</sup>

- 8 1. Ability to perform at the current grade level;
- 9 2. Results of local assessments, screening, or monitoring tools;
- 10 3. State assessments, as applicable;
- 11 4. Home Literacy Reports;<sup>3</sup>
- 12 5. Overall academic achievement of the student;
- 13 6. Likelihood of success with more difficult material if promoted to the next grade;
- 14 7. Attendance record;
- 15 8. The student’s maturity; and
- 16 9. English Language (EL) acquisition as required by state and federal law.

17 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
 18 student is due to:<sup>4</sup>

- 19 1. Date of enrollment; or

- 1           2. Additional information acquired after results of local assessment, screening, or monitoring are  
2           released.

### 3   **PROMOTION PLANS<sup>5</sup>**

4   When a student is identified as a candidate for retention, the student's parent(s)/guardian(s) shall be  
5   notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the  
6   student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or  
7   504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school  
8   counselor, or other appropriate school personnel.

9   Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
10   that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
11   and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade  
12   will include additional requirements for promoting students in these grades. A copy of the plan will be  
13   provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-  
14   teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
15   the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
16   promotion plan.

17   A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
18   promoted to the next grade level unless retention is required per additional requirements for students in  
19   third and fourth grade.<sup>6</sup>

20   If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
21   the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
22   program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
23   calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
24   However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be  
25   notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
26   year.<sup>7</sup>

### 27   **RETENTION<sup>6</sup>**

28   A student may be retained when such retention is in the best interest of the student or when retention is  
29   required per additional requirements for students in third and fourth grade. However, a student shall  
30   not be retained more than once in any grade.

#### 31   *Decision of Retention – General<sup>8</sup>*

32   If a student is retained, the superintendent/designee shall develop an individualized academic  
33   remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
34   the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) days of its  
35   development. This plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 2 2. Additional instructional time;
- 3 3. Individual tutoring;
- 4 4. Modification to the student's classroom assignment to ensure the student receives
- 5 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 6 4) or significantly above expectations (level 5); or
- 7 5. Attendance or truancy interventions.

8 The progress of students who are retained shall be closely monitored and reported to  
 9 parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.  
 10 The superintendent shall develop procedures to ensure appropriate recordkeeping of students who are  
 11 retained.

#### 12 *Decision of Retention – Third Grade*<sup>9</sup>

13 Third grade students shall not be promoted to the next grade unless they are determined to be  
 14 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
 15 (ELA) based on the student's most recent TCAP test.

16 Students who are not proficient in ELA may still be promoted if the following conditions are met:

17 1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
 18 portion of the student's most recent TCAP test may be promoted if:

- 19 a. The student is an English language learner and has received less than two (2) full
- 20 years of ELA instruction;
- 21 b. The student was previously retained in grades K-3;
- 22 c. The student is retested before the next school year and scores proficient in ELA;
- 23 d. The student attends a learning loss bridge camp before the next school year,
- 24 maintains a ninety percent (90%) attendance rate, and demonstrates adequate
- 25 growth on the post-test at the end of the camp; ~~or~~
- 26 e. The student receives tutoring for the entirety of the next school year in accordance
- 27 with state law; ~~or~~

28 ~~f. The student has a disability or suspected disability that impacts reading.~~<sup>10</sup> Beginning  
 29 with the 2023-2024 school year, the student demonstrates proficiency in ELA  
 30 standards by scoring within the fiftieth percentile on the most recently administered  
 31 state-provided benchmark assessment and the district provides tutoring services to  
 32 the student during the entire fourth grade school year and notifies the student's  
 33 parent/guardian, in writing, of the benefits of enrolling the student in summer  
 34 programming.

1 2. A student in third grade receiving a performance level rating of “below” on the ELA portion  
2 of the student’s most recent TCAP test may be promoted if:

- 3 a. The student is an English language learner and has received less than two (2) full  
4 years of ELA instruction;
- 5 b. The student was previously retained in grades K-3;
- 6 c. The student is retested before the next school year and scores proficient in ELA; or
- 7 d. The student attends a learning loss bridge camp before the next school year,  
8 maintains a ninety percent (90%) attendance rate, and receives tutoring for the  
9 entirety of the next school year in accordance with state law.
- 10 ~~e. The student has a disability or suspected disability that impacts reading.<sup>10</sup>~~

### 11 *Decision of Retention – Fourth Grade*<sup>9</sup>

12 Students in the following categories shall show adequate growth in the following ways before being  
13 promoted to the fifth grade:

14 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the  
15 next school year in accordance with state law or because of attending a learning loss bridge  
16 camp must maintain a ninety percent (90%) attendance rate; and

17 2. A student receiving tutoring for the entirety of the next school year in accordance with state  
18 law shall be required to show adequate growth as defined by TN Law and/or Tennessee Board  
19 of Education Rules on the fourth grade ELA portion of TCAP before the student may be  
20 promoted to fifth grade.

21 A student shall not be retained more than once in fourth grade.

### 22 *Decision of Retention – Students with Disabilities*<sup>10</sup>

23 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
24 student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of  
25 TCAP was due to the student’s disability. The school district shall not retain a student with a disability  
26 or a suspected disability that impacts their ability to read.

### 27 **APPEALS**<sup>7,11</sup>

28 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
29 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
30 made to a committee appointed by the principal within five (5) business days. The student and his/her  
31 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
32 the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business  
33 days to determine if the student will be promoted and issue such decision within five (5) business days.  
34 Upon notification of the committee decision, the principal shall send written notification to the

1 superintendent/designee and the parent(s)/guardian(s). The notification shall advise  
 2 parent(s)/guardian(s) of their right to appeal such action within five (5) business days to the  
 3 superintendent/designee.

4 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 5 decision shall be issued within five (5) business days.

6 Within five (5) business days of the superintendent/designee rendering a decision, the student's  
 7 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 8 Following the review, the Board may affirm or overturn the decision of the superintendent/designee. The  
 9 action of the Board shall be final.

10 For students where retention is required per the additional requirements for students in third and fourth  
 11 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
 12 accordance with state law.<sup>12</sup>

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Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

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Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Reporting Student Progress 4.601  
 Attendance 6.200  
 Student Assignments 6.205  
 Homeless Students 6.503  
 Student Records 6.600

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: <b>6.200</b>	Issued Date: <b>12/11/23</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/14/23</b>

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 Superintendent/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 Student Services Supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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

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).<sup>3</sup>

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

24 A. Excused absences shall include:<sup>4</sup>

- 1 1. Personal illness/injury;
- 2 a. Only ten (10) days, whether consecutive or not, can be excused by a parent note.
- 3 b. All absences over 10 days must be accompanied by a medical note.
- 4 2. Illness of immediate family member;
- 5 a. Immediate family member refers to a student's parents/guardian or sibling.
- 6 3. Death in the family;
- 7 4. Extreme weather conditions;
- 8 5. Religious observances;<sup>5</sup>
- 9 6. Pregnancy;
- 10 7. School endorsed activities;
- 11 8. Up to two (2) college visits on school days for 11th and 12th graders;
- 12 9. Driver's testing;
- 13 10. Summons, subpoena, or court order; or
- 14 11. Circumstances which in the judgment of the principal create emergencies over which the
- 15 student has no control.
- 16 Out-of-school suspensions are not considered excused absences.
- 17 The principal shall be responsible for ensuring that:<sup>6</sup>
- 18 1. Attendance is checked and reported daily for each class;
- 19 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 20 for the majority of the day;
- 21 3. All student absences are verified;
- 22 4. Written excuses are submitted for absences and tardiness; and
- 23 5. System-wide procedures for accounting and reporting are followed.
- 24 B. Absences for non-school sponsored extracurricular activities<sup>9</sup>:
- 25 1. School Principals may excuse a student from school attendance to participate in a non-
- 26 school sponsored extracurricular activity if the following conditions are met:
- 27 a. The student provides documentation to the school as proof of the student's participation
- 28 in the non-school sponsored extracurricular activity; and

- 1           b. The student’s parent or guardian, prior to the extracurricular activity, submits to the  
2           Principal a written request for the excused absence. The written request shall be  
3           submitted no later than five (5) business days prior to the student’s absence and shall  
4           include:
- 5                 i. The student’s full name and personal identification number;
- 6                 ii. The student’s grade;
- 7                 iii. The dates of student’s absence;
- 8                 iv. The reason for the student’s absence; and
- 9                 v. The signature of the student and the student’s parent or guardian.
- 10           2. The Principal shall indicate in writing whether the absence is excused or unexcused.
- 11
- 12           3. The maximum number of days for which school Principals may excuse students for non-  
13           school sponsored extracurricular activities is five (5) per school year; provided that the  
14           Principal may limit the number of days for which students may be excused based upon the  
15           student’s grades or disciplinary record.
- 16           4. No absences requested during the state-approved TCAP testing window **or semester exams**  
17           will be considered for approval.

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

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

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

23 Students participating in school sponsored activities shall be counted present.

## 24 **TRUANCY**

### 25 *General*

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

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

#### 6 *Progressive Truancy Plan*<sup>8</sup>

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

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

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

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

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

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

#### 36 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

### 5 **RELEASED TIME COURSE<sup>10</sup>**

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

12 The student shall submit a written consent form signed by the student's parent/guardian prior to  
13 participation in the released time course. The principal/designee shall document the approval in  
14 writing. The student shall provide documentation to the principal/designee as proof of the student's  
15 participation in the released time course. The entity providing the religious moral instruction shall  
16 maintain attendance records and make the records available to Lakeland School System. The student  
17 shall assume responsibility for any missed schoolwork.

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

### 22 **MAKE-UP WORK**

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

### 26 **STATE-MANDATED ASSESSMENT**

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

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

### 33 **CREDIT/PROMOTION DENIAL**

1 Credit/promotion denial determinations may include student attendance; however, student attendance  
 2 may not be the sole criterion.<sup>11</sup> If attendance is a factor prior to credit/promotion denial, the following  
 3 shall occur:

- 4 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of  
 5 credit/promotion denial due to excessive absenteeism; and  
 6
- 7 2. Procedures in due process are available to the student when credit or promotion is denied.

## 8 **DRIVER'S LICENSE REVOCATION**<sup>2</sup>

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

## 11 **ATTENDANCE HEARING**<sup>12</sup>

12 Students with excessive (more than five (5)) unexcused absences or those in danger of  
 13 credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee  
 14 appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s)  
 15 shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to  
 16 address the committee. The committee will conduct a hearing to determine if any extenuating  
 17 circumstances exist to excuse an absence(s) or to determine if the student has met attendance  
 18 requirements that will allow him/her to pass the course or be promoted. Upon notification of the  
 19 attendance committee decision, the principal shall send written notification to the  
 20 Superintendent/designee and the parent(s)/guardian(s) of the student of any action taken regarding the  
 21 excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to  
 22 appeal such action within two (2) school days to the Superintendent/designee.

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

24 Within five (5) school days of the Superintendent/designee rendering a decision, the student's  
 25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 26 Following the review, the Board may affirm or overturn the decision of the Superintendent/designee.  
 27 The action of the Board shall be final.

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### 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

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### 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

9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b);  
Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

Students from Military Families 6.506  
Student Records 6.600