

# Oneida Special Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Voluntary Pre-K Attendance</b>	Descriptor Code: <b>6.2011</b>	Issued Date:
		Rescinds:	Issued:

The Board may establish an early childhood education program to address the educational needs of eligible four (4) year old children. The program shall provide educational services in accordance with state law, the policies, rules, and regulations of the State Board of Education, and the Department of Education.<sup>1</sup>

While enrollment in an approved pre-kindergarten program is voluntary,<sup>2</sup> attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session.

## EXCUSED ABSENCES

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. Personal illness or injury;
2. Ongoing health related ailments which temporarily prevent attendance;
3. Communicable disease (virus or flu);
4. Religious observances;
5. Death in the family; and
6. Limited medical/dental/therapy appointments.

## UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;
2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

## **DISMISSAL**

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan unless there are special circumstances approved by the state Voluntary Pre-K director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

## **DISTRICT VOLUNTARY PRE-K CONTACT INFORMATION**

Title: Jordan Sims, Oneida Elementary School Principal

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### Legal References

1. TCA 49-6-101 *et seq.*; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

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### Cross References

Attendance 6.200

