



Summer Instructional Programs

Policy Number: 4.202	Monitoring Review: Annually
Effective/Revised Date: June 28, 2023	Signature:
Approved by: Lizzette Gonzalez Reynolds, Commissioner	

General

The following programs will be made available to students:^{1,2}

1. Traditional summer school;
2. Learning loss bridge camps;
3. After-school learning mini camps (2021-2023); and
4. Summer learning camps (2021-2023).

These programs shall be organized and operated in accordance with state law as well as guidelines provided by the Tennessee Department of Education. Funding for all programming shall be provided for in the annual budget and take into account any available grants. The Achievement School District may adopt tuition rates for those students attending a traditional summer school program.³

SUMMER PROGRAMMING²

The Director of Schools shall present a recommended summer programming plan to the Tennessee Department of Education each year, no later than March 30 each applicable year, outlining the following:

1. Courses offered;
2. Transportation;

¹ TRR/MS 0520-01-03-.03(9)

² Public Acts of 2021, Special Legislative Session, Chapter No. 1

³ Tenn. Code Ann, § 49-6-3003

3. Class size ratios;
4. Budget, including staff compensation;
5. School nutrition needs;
6. Staffing;
7. Enrollment criteria; and
8. Any additional necessary information.

ATTENDANCE REQUIREMENTS

Priority students, as defined by state law, shall be required to attend summer programs. Beginning with the 2022-2023 school year, any third-grade student who did not score proficient (on-track or mastered) on the ELA portion of the school's Tennessee Comprehensive Assessment Program (TCAP) must be retained, attend summer learning camp and must maintain a ninety percent attendance rate at the camp.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

- (1) Personal illness;
- (2) Illness of immediate family member;
- (3) Death in the family;
- (4) Extreme weather conditions;
- (5) Religious observances;⁴
- (6) College visits;
- (7) Pregnancy;
- (8) School sponsored or school endorsed activities⁷
- (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.

Submission of Documentation/Explanation of Absence:

A written and/or submitted statement will be required within 3 school days upon the student's return. The parent/guardian shall explain the reason for each absence. If necessary, verification is required from an official source to justify absences. All absences other than those outlined above shall be considered unexcused. Written

⁴ TRR/MS 0520-1-3-.03(16); T.C.A. § 49-6-2904

documentation can be submitted in person to the teacher or office attendance manager or via emailing the teacher or office attendance manager within three (3) school days.

The summer program administrator shall be responsible for ensuring that:⁵

- (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;
- (5) System-wide procedures for accounting and reporting are followed.

Make-Up Work

Students will be allowed one additional day for each excused absence to complete make up work for full credit. Tests and graded assignments that were assigned prior to the absences shall be completed or turned in the day the student returns to school. Request for exceptions to this policy based on extraordinary circumstances shall be made first to the classroom teacher then to the principal for any final decisions.

The Director of Schools, or charter management organization, shall be responsible for developing administrative procedures regarding the attendance requirements and make-up policies affecting priority students in each program and informing families of these requirements and procedures.⁶

⁵ Tenn. Code Ann. § 49-6-3007

⁶ S.B.E. 3.300(3)