

ABSENT FOR PART OF A DAY

A. Arriving at school after school day begins:

- 1) Sign in at the Tardy Machine if you arrive after 8:10 a.m.
- 2) Receive a pass to attend class.
- 3) Go to class period that is in session.
- 4) Present tardy admittance slip to your teacher.

B. Leaving school before day ends:

- 1) Students who wish to check out during the school day must present a written, signed request which includes parent contact information to Student Services. Confirmation of the request will be verified. **For security reasons phone checkouts will not be allowed.**
- 2) Sign out with Student Services office at the designated time.
- 3) Only adults listed on a student's registration form may check out student. A photo ID is required.
- 4) Medical appointments, illness, death of family member, and court summons are the only excused absences for part of the day. You must bring the summons, appointment cards, or written verification to Student Services.
- 5) Students may not check out for lunch.
- 6) Parents or guardians picking up students must come in to sign out students.
- 7) Students will not be called for check-out after 3:00.

ATTENDANCE FOR COURSE CREDIT

Students having more than seven absences during a course will have his/her attendance reviewed by a waiver committee and may receive no credit unless a waiver is granted. It is the responsibility of the student and parent to apply for a waiver at the end of the course should a waiver be required. Students with serious medical illnesses/conditions may be eligible for home bound services.

Waivers will be denied for students having more than seven unexcused absences during a course and these students will not receive course credit.

Students who will lose course credit due to absences may participate in the school's Attendance Recovery Program. The Attendance Recovery Program will be held on twelve designated Saturdays throughout the school year from 8 AM until 12:00 PM. Each day a student participates in this program will replace one school absence. Students will be able to recover a maximum of twelve days of attendance.

TARDIES

Punctuality to school and to class is important for effective individual learning and an orderly learning environment for all students. Students are expected to arrive at school on time and to be in class on time. Students have sufficient time to reach each of their classes and **MUST** have a pass in order to join a class after the tardy bell. The following plan shall guide the staff's response to students' tardiness to school/class. Student drivers should be aware that habitual tardiness to school can result in suspension/loss of parking privileges. Tardies are cumulative and will start over at the beginning of second semester.

- 6 – Lunch Detention
- 9 – 3 Days of Lunch Detention
- 12 – Friday School
- 15 and every 3rd offense – Office Referral and 1 Day ISS

ATTENDANCE, TARDIES, EARLY DISMISSALS

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the "Responsible Person") who fails to send his or her child to school may be charged with a misdemeanor. At its discretion a court having jurisdiction may subject the Responsible Person to

a fine not greater than \$100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day's absence shall be considered a separate offense as related to the penalty.

The school's principal will be responsible for designating personnel to administer this protocol.

A student may be absent from school for the following reasons:

- ✓ The student is ill, and attendance in school would endanger his/her health or the health of others.
- ✓ A death in student's immediate family.
- ✓ Celebrating religious holiday of the faith embraced by the student.
- ✓ Conditions render attendance impossible or hazardous to student's health or safety (such as severe weather).
- ✓ Medical, dental or court appointments, but only for the portion of the day reasonably necessary to attend the appointment.
- ✓ Military connection of parent or legal guardian necessitates an absence.

The law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. The Troup County School System Attendance Protocol will be enforced as outlined below:

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy notice will be presented and signed and a plan will be developed to improve attendance.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. If at any time during the year, the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After ten (10) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.