



ATTENDANCE POLICY

School Hours are 7:45 a.m. to 2:45 p.m. Please schedule all of your child's 'out-of-school' appointments after school hours.

Students arriving after 7:45 a.m. will be considered tardy. If a student is not present at least 4 consecutive hours, it will be counted as a full day absence. We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom. If your appointment must be scheduled during school hours, please ensure that your child is present at least 4 consecutive hours during that school day. If a student does not arrive before 11:00 a.m. he/she will be considered absent. Additionally, because seat time is essential to increasing students' knowledge and proficiency, students who are repeatedly picked up early may experience a decline in student achievement. Excessive tardies and/or absences may warrant a referral to IAS administration where consideration will be given to student withdrawal and return to his/her home school.

Absences

A letter written by a parent/guardian and/or licensed physician explaining the reason for absences must be presented to your student's teacher on the date of return to school. Failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused. If a student has been absent from school 10 or more days during the school year, School Administration and/or a school Counselor may require a doctor's statement verifying illness. Under certain circumstances, the record for previous year's absences may be reviewed and a doctor's note may be requested before 10 days expire.

Excessive Absences

The following provisions apply to absences during a school year. The District and/or local school administrators may require and/or initiate contact with parents/guardians if deemed necessary to address the attendance issues of their respective school communities. Likewise, local school administrators may make a referral to the school counselor at any time it is deemed appropriate.

1. After Five Absences

Excused Absences: The teacher will contact the parent/guardian by telephone or parent conference regarding attendance when possible. If contact is unsuccessful, then a letter or postcard will be sent.

Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absences without response, the school shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. The letter is to include a copy of the Compulsory Attendance Rule.

2. After Ten Absences

Excused Absences: A letter will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented, as defined in Section A above, illness unless school administration and/or a school counselor determines it necessary. In addition, an administrator shall confer with a school counselor to determine whether a referral is warranted, at this time.

Unexcused Absences: A letter will be sent from a school administrator to the parent or guardian regarding attendance. If the student has ten or more unexcused absences within the current academic year or ten or more days of unexcused absences in the previous academic year and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted.

3. After Fifteen Absences

Excused Absences: A school administrator shall confer with a school counselor to determine whether a referral is warranted, at this time.

Unexcused: A referral shall be made to the school counselor using the social work form. If a referral is made to the school counselor, an administrator must sign the form and all relevant correspondence and documentation must be attached. The counselor will work with the student and family in order to address the attendance problem. The counselor shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family And Children Services. If the school counselor interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

4. Absences due to out-of-school suspensions or expulsions: Absences due to out-of-school suspensions or expulsions are considered unexcused absences. However, parents of students who are suspended or expelled will be notified pursuant to Cobb County Administrative Rules and Code of Conduct JKDB and JKDA.

5. Tardy/Early Check-Out

Any student that is not in attendance at least 4 consecutive hours of the school day will be marked absent.

- **After ten occurrences:** A letter will be sent from the school administrator to the parent or guardian regarding missed instructional time. This letter should not be sent for a child with documented illness unless the school administration and/or the school counselor determine it is necessary. In addition, the administrator shall confer with a school counselor to determine whether a referral is warranted at this time.
- **After fifteen occurrences:** The school administrator shall confer with a School Counselor to determine whether a referral is warranted, at this time.
- For Early Check-Out you must do so by 2:00 p.m..

Please do your best to get your child to school on time every day!

Pursuant to the Georgia Compulsory Attendance Statute, o.C.G.A. 5 20-2-690, et seq., a parent or legal guardian 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 parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.