

Summary of Proposed Action: (Indicate why action is necessary and the event of coordination accomplished in developing the proposal.)

Revised due to COVID-19

Attorney's Memo:

Policy: JB
Descriptor Code: Student Attendance

State attendance law requires that students be in school each day of the school year. The Clarke County Board of Education reaffirms this mandate in the expectation that students attend school each day and in the recognition of the educational benefit of regular attendance. Not only is each days lesson important to the individual student, but his/her presence as a class participant also contributes to the education of others. The Clarke County Board of Education and Clarke County School District requires that students attend school daily in accordance with applicable state attendance laws. Maintaining regular and timely school attendance is fundamental to the academic success and social, emotional well-being of students. The State of Georgia considers a student truant if they have 6 or more unexcused absences. The State of Georgia considers any child subject to compulsory attendance as truant when they accumulate more than five days of unexcused absences during a school calendar year.

To be considered "in attendance" for a school day, a student must be present for at least one- half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Clarke County Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons.

The Clarke County Board of Education believes that students should arrive at school on time and be in class on time each day. Students cannot learn if they are not at school or in class. Students who are tardy are disruptive to their own learning process as well as that of other students. A student is tardy if he/she arrives at school after the time for all students to report and if he/she is not in the classroom when instruction begins.

~~Procedures related to school and district steps to address student attendance are described in Regulations and Exhibits for Policy JB.~~

~~Each school shall develop site specific procedures that will clearly communicate the expectation that students must arrive at school on time and be in class on time each day. The procedures must clearly define consequences for student tardiness. Students who are tardy must be given the opportunity to make up work missed as a result of consequences for being tardy.~~

~~Elementary, middle, and high schools will implement a progressive plan of intervention to address students with excessive absences, excessive tardiness, and/or students with barriers to school attendance. The progressive plans of intervention must involve communication with parents/guardians regarding the expectations and penalties associated with school attendance according to Georgia law, Georgia Board of Education Rules, and Clarke County School~~

~~District policy. The school attendance plan will reflect the levels or tiers of progressively more intensive intervention and will involve steps by the school to monitor student attendance, maintain contact with parents/guardians, and to resolve problems that negatively impact student attendance. If efforts by school based staff members fail to resolve problems related to student attendance, then schools shall make referrals to the School Social Work Department for assistance. School social workers will have the authority to make referrals to the Clarke County Attendance Panel, the Juvenile Court, the CHINS (Child in Need of Services Committee), to the Department of Family and Children Services, or to other community agencies to address excessive and/or unexcused school absences or tardiness.~~

~~Prior to any action to commence judicial proceedings to impose a penalty on a parent, guardian, or other person who has control or charge of the school aged child for failing to comply with compulsory attendance, the School Social Worker shall send a Notice of Judicial Proceedings to such parent, guardian, or other person by certified mail, return receipt requested.~~

~~A tardy is defined as not being present when the class begins without a legitimate reason. If a student misses more than 15 minutes of class time, the student is counted absent for that period in middle or high school. Out of school suspensions shall be coded and accrued as unexcused absences. However, the missed days will not count for the purpose of truancy. School days missed as a result of an out of school suspension shall not count for the purpose of determining student truancy. A truant is defined as any child subject to compulsory attendance who during the school year calendar year has six or more days of unexcused absences.~~

~~Students not subject to compulsory school attendance laws that are enrolled for the current year who do not attend school for ten (10) consecutive days and the school is not notified of the absence by the parent/guardian are considered withdrawn. These students may be dropped from the schools rolls after attempting to notify the~~

~~parent or guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences.~~

~~A student who is absent from school for an entire day or for one or more class periods, must bring a signed note from his/her parent(s) or guardian(s) explaining the reason(s) for the absence.~~

~~When a middle school or high school student is suspended from school pending a due process hearing for an alleged violation of the Code of Conduct, the days out of school shall be coded and accrued as unexcused absences. If the student is found to be not guilty at the due process hearing, then the days out of school pending the hearing shall be counted and accrued as excused absences.~~

~~Students who are absent from school shall be provided opportunities to make up missed schoolwork by their teachers. It is the responsibility of the teacher to provide students and their parent/guardian(s) with written procedures for make up work. These procedures shall take into consideration the varying difficulty and time required for completion of the work. Procedures in Regulation IHEAR Make Up Opportunities shall apply to students that want the opportunity to make up missed schoolwork in cases of absences due to suspension.~~

In accordance with Georgia Department of Education Regulation 16051.10, the following shall constitute excused absences upon submission of appropriate documentation:

1. Personal illness or when attendance in school endangers the student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
4. The observation of religious holidays, necessitating absence from school
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. Registering to vote or voting in a public election, which shall not exceed one day
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

8. A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.
9. Students who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited as present by the school in which they are enrolled for days missed from school for this purpose.

Additional Excused Absence Reasons

Students who are designated as hospitalized/homebound through the formal process are counted as present. Reference Policy IDDC Hospitalized/Homebound.

Students who are in in-school suspension are also counted present.

A foster care student who attends court proceedings relating to the students foster care shall be credited as present by the school and shall not be counted as an absences, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. 202692.2.

A student who successfully participates in the Student Teen Election Participant (STEP) program, shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was satisfactorily completed. *satisfactorily.*

Virtual Attendance:

- The student is present for synchronous instruction.
- The student is considered present if they make contact with the teacher through asynchronous instruction or task completion within 24 hours.
- Students should be marked absent if they did not participate in synchronous or asynchronous instruction for the day.

Procedures related to school and district steps to address student attendance (traditional and virtual) are described in Regulations and Exhibits for Policy JB.

Clarke County Schools Date Adopted: 2/10/2005

Last Revised: 7/14/2016

State Reference Description

- O.C.G.A 15-11-0720 Conditions under which emancipation may occur
- O.C.G.A 15-11-0721 Emancipation petition requirements
- O.C.G.A 20-02-0150 Eligibility for enrollment
- O.C.G.A 20-02-0690 Requirements for private schools and home study programs
- O.C.G.A 20-02-0690.1 Mandatory education for children between 6 and 16
- O.C.G.A 20-02-0690.2 Establishment of Student Attendance Protocol Committee
- O.C.G.A 20-02-0691 Minimum Annual Attendance Required
- O.C.G.A 20-02-0692 General Assembly pages granted excused absences
- O.C.G.A 20-02-0692.1 Excused Absence: Military Parent on Leave
- O.C.G.A 20-02-0692.2 Foster care student attending court proceedings related to that student's foster care to be credited as present at school
- O.C.G.A 20-02-0693 Exemptions
- O.C.G.A 20-02-0694 Administration/enforcement of attendance reqts.
- O.C.G.A 20-02-0695 Employing attendance officers in addition to visiting teachers
- O.C.G.A 20-02-0696 Duties of Visiting Teachers and Attendance Officers
- O.C.G.A 20-02-0697 Cooperation of principals and teachers with attendance officers and visiting teachers
- O.C.G.A 20-02-0698 Assumption of temporary custody of truant children by peace officers

- O.C.G.A 20-02-0699 Disposition of Children Taken Into Custody
- O.C.G.A 20-02-0700 Reports by Peace Officers to School Authorities
- O.C.G.A 20-02-0701 Mandatory reporting of truants to juvenile or other courts
- O.C.G.A 20-02A-0002 Requirements for student scholarship organizations
- O.C.G.A 20-17-0002 Interstate Compact on Educational Opportunity for Military Children
- O.C.G.A 21-02-0092 Student Teen Election Participant (STEP) program
- O.C.G.A 40-05-0022 Requirements for licensure; school attendance requirements

- Rule 160-4-2-.31 Hospital/Homebound Instruction
- Rule 160-4-2-.48 High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years
- Rule 160-4-8-.12 Alternative Education Programs
- Rule 160-5-1-.02 School Day and School Year for Students and Employees
- Rule 160-5-1-.10 Student Attendance
- Rule 160-5-1-.24 Procedure for Requesting Student Social Security Numbers
- Rule 160-5-1-.28 Student Enrollment and Withdrawal
- Rule 160-5-4-.09 Limited Public School Choice

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are

provided as additional resources for those interested in the subject matter of the policy.