

JASPER COUNTY ATTENDANCE PROTOCOL

(State Board of Education Rule 160-5-1-.10 governs student attendance.)

One of the most important ways to help a child succeed in school is to make sure that he or she attends school regularly and is on time every day. Georgia Law (O.C.G.A. 20-2-690.1) requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll in and send that child to public, private, or homeschool.

UNEXCUSED ABSENCES: Occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences. **The following, even with parental consent, are considered unexcused absences: Vacation, working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, personal appointments, visiting out of town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence). If there is a doubt about whether an absence will be excused or unexcused, check in advance with the principal.** Students may lose credit for missed work due to an unexcused absence and/or may be subject to disciplinary action (as determined by principal and/or designee).

TRUANT: Any child who is subject to compulsory attendance who has 5 or more unexcused absences during a calendar school year. Criminal charges may be filed against the parent(s) or guardian if child accrues 10 or more unexcused absences.

EXCUSED ABSENCES: May occur under the following circumstances:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- Court order/or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting in a public election, which shall not exceed one day.
- A student whose parent/guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his/her parent prior to the parent's deployment or during the parent's leave.
- A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c) (19) tax exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
- Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient case for an excused absence from school.

**An administrator or designee may require students to present appropriate medical or other documentation upon return to school for validating that absences are excused. School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes.

Students shall be counted present when:

- They are serving as pages of the Georgia General Assembly.
- A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
- A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted present and given full credit for the school day in which he/she served as a volunteer poll worker, up to 2 school days per school year.

TARDY (Late Check-Ins): Occur when a student arrives late (tardy) for school/class. A student who arrives late for school/class without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by principal and/or designee).

EARLY CHECKOUTS: Occur when a student is removed from class and leaves school with a parent or guardian prior to the official end of the school day. IDENTIFICATION IS REQUIRED FOR ALL CHECK OUTS! Students who need to leave campus can only do so with an adult

listed on their [Emergency Contact List](#). It is the parent's responsibility to verify that this information is current and accurate. Early checkouts and late check-ins without proper documentation count as absences from the classes missed and may result in the loss of credit for a course. A student who leaves school early without a valid reason may receive NO credit for work missed and/or may be subject to disciplinary action (as determined by principal and/or designee).

Perfect Attendance recognition: WILL NOT be given if the student is absent for any reason OR has any combination of more than 4 tardies or early checkouts.

REQUIRED DOCUMENTATION FOR EXCUSING ABSENCES: Parents may submit written documentation to excuse a school absence for any of the reasons listed in this document as an "Excused" absence for up to 5 school days per school year. Parent notes submitted for reasons not included in the list of "Excused" absences will NOT be accepted. Once the school has excused 5 school days based upon a parent note, documentation from a medical provider must be submitted for any additional absences to be documented as excused due to the child's illness. **WRITTEN DOCUMENTATION FOR ALL ABSENCES MUST BE SUBMITTED TO THE CHILD'S SCHOOL WITHIN 5 SCHOOL DAYS AFTER THE CHLD'S ABSENCE. LATE NOTES WILL NOT BE ACCEPTED. Each school has a specific procedure for sending written documentation of absences. Please adhere to the procedures, as listed below, for your child's school:**

JCPK Submit written attendance notes/documentation in the agenda. Doctor excuses may be sent in the child's agenda, faxed (706-468-4975), emailed to lschultz@jasper.k12.ga.us, tbenton@jasper.k12.ga.us; or given to the student's teacher. **Calls, texts, or Remind messages ARE accepted as official documentation of an absence.**

JCPS Submit written attendance notes/documentation in the agenda or child's weekly folder. Doctor excuses may be sent in the child's agenda or folder; faxed (706-468-4985); emailed to psoffice@jasper.k12.ga.us; dltreese@jasper.k12.ga.us; or given to the student's teacher. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

WPES Submit written attendance notes/documentation in the agenda. Doctor excuses may be sent in the child's agenda, faxed (706-468-4984), emailed to dltreese@jasper.k12.ga.us, or given to the student's teacher. A Dojo message to your child's teacher is also acceptable. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

JCMS Submit written attendance notes/documentation that the student can turn in to their teacher. Doctor excuses may be faxed (706-468-1847), emailed to tjohnson@jasper.k12.ga.us, or given to the student's teacher. **Calls ARE accepted. Texts, or Remind messages are NOT accepted as official documentation of an absence.**

JCHS Submit written attendance notes/documentation to the front office staff when the student returns from their absence. Doctor Excuses may be faxed (706-468-5021), brought to the front office, or emailed to jchscheckout@jasper.k12.ga.us; jhouston@jasper.k12.ga.us; or one of your students' teachers or administrators. Please identify that it is an excuse in the subject line of the email. **Calls, texts, or Remind messages are NOT accepted as official documentation of an absence.**

GRADES AND ABSENCES: Final course grades of students shall not be penalized because of absences if absences are justified and validated for excusable reasons and make up work for excused absences was completed satisfactorily.

REQUIREMENTS FOR DRIVER'S LICENSE OR PERMIT (TADRA - students 14 and older): Certificate of Enrollment: Is required when a student younger than age 18 applies for a driver's license or permit. This form must be completed by a school official to satisfy the relevant enrollment requirements. GA law also requires local school systems to report certain attendance and discipline violations and students who have withdrawn from school and not reenrolled in public, private, home, or postsecondary school.

ACTION TAKEN DUE TO EXCESSIVE UNEXCUSED TARDIES OR EARLY CHECKOUTS

At 10 unexcused tardies or early checkouts: Referral to School Counselor/Designee.

At 20 unexcused tardies or early checkouts: Referral to School Social Worker.

At 25 unexcused tardies or early checkouts: Referral to JCCS Student Support Services Department. If the student continues to accumulate unexcused Tardies OR Early Checkouts, the parent/student may be referred other agencies if needed.

ACTION TAKEN DUE TO EXCESSIVE UNEXCUSED ABSENCES

At three (3) unexcused absences: Designated school staff will contact parents to inquire about the reason for the absence and offer support/encouragement as well as remind student/parent of possible consequences for excessive absences.

At five (5) unexcused absences: Student will be referred to the JCCS Student Support Services Department. Designated staff will discuss the attendance and academic performance with the student and parent/guardian, identify problems that prevent the child from attending school, and offer support/encouragement to the student and parent/guardian. Staff will notify the parent/guardian of the consequences of more than 5 unexcused absences and that each subsequent absence shall constitute a separate offense. After 2 unsuccessful, reasonable attempts to notify the parent, including but not limited to telephone call, text, letter, email, designated staff will send written notice via first class mail. Parent will also receive a letter from Jasper County Sheriff's Office. Staff may refer to other agencies if needed.

At ten (10) unexcused absences: Student may be referred to Jasper County Sheriff's Office, Jasper County Court System and/or Jasper County Department of Family & Children Services for violation of O.C.G.A. 20-2-690.1.