

BULLOCH COUNTY SCHOOL SYSTEM

STUDENT ATTENDANCE PROTOCOL

Definitions for Student Attendance Protocol

Tardy- A student is tardy to class when he/she arrives to class after the tardy bell.

Excused Tardy- When a student brings a note from a parent indicating one of the six (6) circumstances which would be excused if the student were absent; or, when a student brings a medical/dental excuse.

Unexcused Tardy- Any tardy where the student does not bring a parent note or medical/dental excuse.

Schools and Tardy Times

Elementary (Pre-K through 5) School

Portal Elementary School- A student is tardy to school when he/she arrives after the 8:05 a.m. bell.

All Remaining Elementary Schools- A student is tardy to school when he/she arrives after the 7:50 a.m. bell.

Middle (Grades 6 -8) Schools

Langston Chapel Middle School/ Williams James Middle School- A student is tardy to school when he/she arrives after the 8:15 a.m. bell.

Portal Middle School- A student is tardy to school when he/she arrives after the 8:05 a.m. bell.

Southeast Bulloch Middle School- A student is tardy to school when he/she arrives after the 8:30 a.m. bell.

High (Grades 9-12) Schools

Portal High School – A student is tardy to school when he/she arrives after the 8:05 a.m.

Southeast Bulloch High School- A student is tardy to school when he/she arrives after 8:30 a.m.

Statesboro High School – A student is tardy to school when he/she arrives after 8:10 a.m.

Tardy to Class- Any student entering the class after the tardy bell begins to ring will be counted tardy.

Truancy

Truancy- Any child subject to compulsory attendance who during the school calendar year has more than five (5) unexcused days absent is truant.

Consequences

O.C.G.A. 20-2-690.1 (b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part 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 constitute a separate offense.

Exception or Suspension

Exception for Suspension- School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absences

Excused Absences- Bulloch County Board of Education policy **JBD** excuses students from school under the following circumstances:

1. Personal illness and when attendance in school would endanger a student's health or the health of others; and
2. A serious illness or death in a student's immediate family necessitating absence from school; and
3. Absences mandated by order of governmental agencies, including preinduction physical examinations for services in the armed forces, or mandated by court order; and
4. The observation of religious holidays, necessitating absence from school; and
5. Conditions rendering attendance impossible or hazardous to student health or safety; and
6. Absence for the purposes of registering to vote or voting, for a period not to exceed one day.

Unexcused Absences

All other absences are considered unexcused.

Written Excuse

When students are absent from school, a written excuse will be required within five (5) days.

Make up Work/Grades and Absences

Elementary Schools

Students are expected to make up all work missed due to any absence. Arrangement must be made with individual teachers.

Middle/High Schools

Make up work is defined as work assigned on a day the student is absent, and is not to be confused with previously assigned work. (Previously assigned work includes, but is not limited to, reports, projects, homework, and term papers which were assigned when the student was present. Teachers have the discretion to require students who were present prior to the date of the test administration, but absent on the date of the administration, to make up the missed test on the first date the student returns. Credit will only be awarded if the required excuse is submitted within five days and the absence is deemed an excused absence.

Previously assigned work should be completed on the day the student returns to school unless an administrator has determined this would make it an unreasonable expectation of the student.)

The Bulloch County Board of Education policy to reduce unexcused absences requires:

Parent Notification

The Bulloch County School System will notify the parent, guardian or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice will outline the penalty and possible consequences of such absences and that each subsequent absence will constitute a separate offense.

Notification by Certified Mail

After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student, the Bulloch County School System will send written notice via certified mail with return receipt requested; and

The Bulloch County School System will provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Statement of Receipt

By September 1 of each school year or within thirty (30) days of a student's enrollment in the Bulloch County School System, the parent, guardian, or other person having control or charge of the student must sign a statement indicating receipt of such written statement of possible consequences and penalties.

Students age ten (10) or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the attendance policy.

Driver's License Denial

Bulloch County Board of Education policy requires the local school superintendent or the superintendent's designee to use his or her best efforts including first class mail to notify a student age 14 and older when the student has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses.

Truancy

Bulloch County Board of Education policy as part of the student codes of conduct developed pursuant to O.C.G.A. 20-2-735 includes a definition of truancy that contains the minimum standards related to student attendance and a summary of possible consequences and penalties for truancy established by State Board Rule 160-5-1-.10

The Summary of Possible Consequences for Students

The Bulloch County School System will include possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67, including the possible denial or suspension of a driver's license for a child.

Middle (6-12) and High School students will will receive a zero ("0") on all work missed for each class for each day for this category of absence, and make-up work will not be permitted.

<p>The following provision of the Bulloch County School System Code of Conduct/Progressive Discipline Policy apply to tardies and absences during and school year:</p>
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BULLOCH COUNTY HIGH SCHOOLS

On the first and second tardies, warnings will be issued to student. The third tardy will result in a warning letter being sent home to parents. The fourth tardy will result in one (1) day of after-school detention. The fifth tardy will result in two (2) days after-school detention. The sixth and subsequent tardies will result in a one-day assignment to Tardy ISS (Detention) during the school day. Tardy ISS (Detention) should not be confused

with Regular ISS. If a student is given detention hall, he or she must have forty-eight (48) hours prior notification. Each semester stands alone with respect to consequences for tardies. Homeroom is defined as a class, and a tardy to homeroom shall be treated the same as a tardy to any other class.

COMPULSORY ATTENDANCE ENFORCEMENT PROCEDURES FOR ALL SCHOOLS

After three (3) Absences

After (3) three consecutive/cumulative absences or combination of early dismissals or tardies a phone call will be made to the parent, guardian or other person who has charge or control informing of the absences or tardies.

After five (5) Absences

Unexcused absences: A letter will be sent home notifying the parent, guardian or other person who has control or charge of a child of five (5) unexcused absences. After two (2) reasonable attempts, the school shall send a notice by certified mail, return receipt requested.

After seven (7) Absences (per year)

Unexcused: Students fourteen (14) years old and older will be notified by first class mail that they have only three (3) unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22.

After seven (7) Absences (per year)

Unexcused: Home visit or conference is held by school or system personnel with parent, guardian, or other person who has control or charge of a child

At ten (10) Absences

Unexcused: School will refer to the Attendance Support Team. Parent, guardian, or other person who has control or charge of a child will receive a letter requesting they appear before the Attendance Support Team, an agreement between the school, parents or students will be drafted. The agreement could include referrals to school programs and/or community agencies for assistance with academic, health, and family issues.

At ten (10) Absences

Unexcused: A complaint may be filed with the appropriate court of law based on the social worker's consideration of relevant criteria, to include, but not to be limited to, the following: student's attendance history, grades, and any extenuating circumstance known to the Coordinator of School Social Work Services and Attendance. The attendance record and student information will be supplied to the Department of Juvenile Justice and/or law enforcement agency by the Coordinator of School Social Work Services and Attendance.

At eleven (11) Absences

Unexcused: A complaint will be filed with the appropriate court of law. The attendance record and student information will be supplied to the Department of Juvenile Justice and/or law enforcement agency by the Coordinator of School Social Work Services and Attendance.

Student Withdrawals

The Bulloch County School System is authorized to withdraw a student who falls under the following:

1. Student has missed more than 10 consecutive days of unexcused absences;
2. Student is not subject to compulsory attendance; and
3. Student is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

Parent Notification of Student Withdrawal

The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

The Bulloch County School System is authorized to withdraw a student subject to compulsory attendance if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Local Attendance Checklist

- ___ 1. Before any court referral is considered, casework should have been initiated with students and their families, including the scheduling of a minimum of one (1) mandatory parent conference and/or other forms of direct contact with the parent, guardian or other person having control of the student.
- ___ 2. For families where there has been little or no direct contact, court referrals should be considered where the family has consistently failed to comply with appointments or refused to work with school officials.

- ___ 3. Court referrals should also be considered in cases where students are not attending school at all and no resolution can be reached, in cases where poor attendance is ongoing over a period of time and no sustained improvement is seen, and in certain cases where tardiness is a chronic problem.
- ___ 4. Cooperative communication between the Coordinator of School Social Work Services and Attendance and the Department of Juvenile Justice and appropriate court officials is ongoing.
- ___ 5. The Coordinator of School Social Work Services and Attendance is expected to attend hearings at the designated Court.
- ___ 6. Finally, throughout the course of any legal action being taken, school system casework should continue because it is critical, particularly in cases where students are completely out of school, that truancy does not go unattended.

Adopted this 8th day of June, 2005, by the Bulloch County Attendance Protocol Committee and signed and sealed herewith by the Chairman of same.

Chairman, Bulloch County
Attendance Protocol
Committee Chair