

**Rabun County
Student Attendance
Protocol**

The Attendance Protocol Committee has agreed upon the following procedures, which are intended to promote the reduction of truancy at the individual, family, and community levels. It is understood, however, that these procedures are general guidelines and extenuating circumstances may be considered as allowed by law for each student and family. It is also understood that each state and local agency involved must first adhere to its own policies, which were considered in the development of this protocol.

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Purpose and Organization

The Official Code of Georgia Annotated, Section 20-2-690.2 establishes a Student Attendance Protocol Committee for each county in Georgia. The purpose of this Protocol Committee is to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues; to reduce the number of unexcused absences from school; and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

The Student Attendance Protocol Committee shall be organized as provided in the Official Code of Georgia Annotated, Section 20-2-690.2. The Chief Judge of the Superior Court of each county shall establish a Student Attendance Protocol Committee for the county. Each of the following agencies, officials, or programs shall designate a representative(s) to serve on the committee:

- The Chief Judge of the Superior Court
- The Juvenile Court Judge or Judges of the county
- The District Attorney of the county
- The Solicitor-General of State Court, if the county has a State Court
- The Department of Juvenile Justice
- The School Superintendent, a Certified School Employee, a Certified School Social Worker, and a local School Board Member
- The Sheriff of the county
- The Chief of Police
- The Department of Family and Children Services
- The County Board of Health
- The County Mental Health Organization
- Family Connection
- The Court-Appointed Community Based Risk Reduction Program
- Additional members as necessary

Each committee shall, by June 1, 2005, adopt a written Student Attendance Protocol for its county school system, which shall be filed with the Department of Education. The protocol shall outline in detail the procedures to be used in identifying, reporting, investigating, and prosecuting cases of alleged violations of Code Section 20-2-690.1, relating to mandatory school attendance. The protocol shall outline in detail methods for determining the causes of failing to comply with compulsory attendance and appropriately addressing the issue with children and their parents or guardians. The protocol shall also include recommendations for policies relating to tardiness. The Department of Education shall provide model school attendance protocols if requested by the committee.

A copy of the protocol shall be furnished to each agency, official, or program within the county that has any responsibility in assisting children and parents or guardians in complying with Code Section 20-2-690.1. The committee shall write the summary of possible consequences and penalties for failing to comply with compulsory attendance under Code section 20-2-690.1 for children and their parents, guardians, or other persons who have control or charge of children for distribution by school in accordance with Code Section 20-2-690.1. The summary of possible consequences for children shall include possible dispositions for unruly children and possible denial or suspension of driver's license for a child in accordance with Code Section 40-5-22.

The committee shall continue in existence after writing the Student Attendance Protocol. The Chief Judge of the Superior Court of each county shall ensure that the committee meets at least quarterly during the first year, and twice annually thereafter. The committee will evaluate compliance with the protocol, determine effectiveness of the protocol, and suggest appropriate modifications. Each local Board of Education shall report student attendance rates to the committee and the State Board of Education at the end of each school year, according to a schedule established by the Board of Education.

Rabun County Schools Attendance Procedures

Parents and guardians will be given notice of State Compulsory Attendance Law upon enrollment and registration each school year pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy. All students age ten or above as of September 1 of the school year will also receive this notice. The schools will make reasonable efforts to ensure that notice was received and understood by requesting signatures from parents/guardians and students (age 10 or older) acknowledging receipt. After two attempts to obtain signature of receipt, a copy will be sent via certified return receipt mail.

Rabun County Schools may withdraw a student who has missed more than 10 consecutive days of unexcused absences; is not subject to compulsory school attendance; and 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). Each principal or designee shall use his/her best efforts to notify the parent/guardian 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. Schools are authorized to withdraw a student subject to compulsory school attendance if the principal or designee has determined the student is no longer a resident of the local school system or enrolled in a private school or home study program. Schools shall withdraw students retroactive to the first day of the consecutive absences.

Rabun County Board of Education will monitor student attendance daily using PowerSchool Student Information System. Codes for attendance used in PowerSchool will be consistent between schools to indicate excused absences, unexcused absences, tardiness, and check outs.

In addition to the following procedures, the Principal or designee may address attendance with students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The following attendance procedures are based on absences **per school year** (unless otherwise noted).

Elementary School Attendance Procedure:

	UPON REGISTRATION/ ENROLLMENT	1-4 UNEXCUSED ABSENCES	5 UNEXCUSED ABSENCES	7 UNEXCUSED ABSENCES	VIOLATION OF ATTENDANCE CONTRACT	15 TOTAL ABSENCES
INTERVENTION	Parent(s)/Guardian(s) and Students age 10 or above (as of 9/01 of the school year) receive State Compulsory Law and County Attendance Policy	Parent contact made by Principal or designee	Parent contact via certified letter *	Attendance Support Team Meeting Students age 14 and older receive notification of Department of Motor Vehicle report	Referral to School Social Worker: Complaint filed with court	May result in retention

Rabun County Schools Attendance Procedures (continued)

Middle School Attendance Procedure:

	UPON REGISTRATION/ ENROLLMENT	1-4 UNEXCUSED ABSENCES	5 UNEXCUSED ABSENCES	7 UNEXCUSED ABSENCES	VIOLATION OF ATTENDANCE CONTRACT	10 UNEXCUSED ABSENCES	15 TOTAL ABSENCES
INTERVENTION	Parent(s)/ Guardian(s) and Students age 10 or above (as of 9/01 of the school year) receive State Compulsory Law and County Attendance Policy	Parent contact made by Principal or designee	Parent contact via certified letter*	Attendance Support Team Meeting Students age 14 and older receive notification of Department of Motor Vehicle report	Referral to School Social Worker: Complaint filed with court	Report sent to Department of Motor Vehicles for students age 14 and older	May result in retention

High School Attendance Procedure:

	UPON REGISTRATION/ ENROLLMENT	1-4 UNEXCUSED ABSENCES	5 TOTAL ABSENCES (IN A SINGLE SEMESTER COURSE)	5 UNEXCUSED ABSENCES (FULL DAY)	7 TOTAL ABSENCES (IN A SINGLE SEMESTER COURSE)	7 UNEXCUSED ABSENCES (FULL DAY)	VIOLATION OF ATTENDANCE CONTRACT	10 UNEXCUSED ABSENCES
INTERVENTION	Parent(s)/ Guardian(s) and Students age 10 or above (as of 9/01 of the school year) receive State Compulsory Law and County Attendance Policy	Parent contact made by Principal or designee	Parent contact via letter	Parent contact via certified letter*	May result in no credit being given for that course	Attendance Support Team Meeting Students age 14 and older receive notification of Department of Motor Vehicle report	Referral to School Social Worker: Complaint filed with court	Report sent to Department of Motor Vehicles for students age 14 and older

* A certified letter will be sent after each occurrence of 5 unexcused full day absences.

Consequences & Penalties for Excessive Absences

Parents:

- Parents must attend an Attendance Support Team meeting if summoned for such a meeting. Failure to attend may result in immediate court referral.
- Charges may be filed against parents if their child misses over 10 unexcused days of school.
- Judges may invoke the following consequences:
 - \$25-\$100 fine for each offense
 - Imprisonment for up to 30 days for each offense
 - Foster care placement for children
 - Community Service
 - Any combination of the above
- If juvenile charges are filed against the student, then the parent may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

Students:

- Students over age 10 must attend an Attendance Support Team meeting if summoned for such a meeting. Failure to attend may result in immediate court referral.
- Students with excessive absences may be required to attend and successfully complete the summer school program and/or be retained.
- Students age 15 and older may be denied their driver's permit or license.
- Unruly child charges may be filed with Juvenile Court against any student missing 10 or more unexcused days of school.
- Juvenile Judges may invoke the following consequences:
 - Up to 24 months probation
 - Must maintain passing grades in all subject areas
 - Must have no future discipline problems at school
 - Denial or suspension of driver's license
 - Community Service
 - Placement in foster care

I have read or have had read to me and understand the **Consequences and Penalties for Excessive Absences** for the Rabun County School System.

I understand that my child has accumulated _____ unexcused absences and _____ excused absences so far this school year.

PARENT / GUARDIAN: _____ DATE: _____

STUDENT: _____ DATE: _____

**Attendance Requirements for Driver's License/Permit
(O.C.G.A. 40-5-22 Section 21B of H.B. 1190)**

Students wishing to obtain their instruction permit or driver's license are required to maintain good attendance for a period of one academic year prior to applying and must be enrolled in school and not under suspension. If a student is enrolled in a home education program, that program must satisfy the requirements of all state laws governing such courses.

An instruction permit or driver's license will be suspended for 1 year or until the student's 18th birthday for the following reasons:

- A student has dropped out of school without graduating and has remained out of school for 10 consecutive days;
- A student has more than 10 unexcused absences in a semester; or
- A student has been suspended from school for:
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - Possession or sale of drugs or alcohol on school property;
 - Possession or use of a weapon on school property;
 - Any sexual offense prohibited under Chapter 6 of Title 16; or
 - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

Students may no longer obtain their instruction permit or driver's license with their parent or guardian's permission to withdraw from school.

Rabun County Schools Tardy Procedures

Classroom teachers record and report any student who is late to school or class as tardy. Records of tardiness are monitored and maintained in PowerSchool Student Information System.

High School and Middle School:

Students are required to check in at the front office when arriving to school after the beginning of the official school day.

Elementary School:

Students must be checked in by a parent/guardian.

Rabun County Schools Check Out Procedure

In order to leave school early, all students are required to bring a note signed by a parent stating the reason and time for the check out. The note must be turned in to the front office for verification and approval before the beginning of the official school day. Records of check outs are monitored and maintained in PowerSchool Student Information System.

High School:

Students who check out early must sign out at the front office before leaving campus.

Elementary and Middle School:

Students must be signed out by a parent/guardian at the front office before leaving campus.

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Consequences for Excessive Tardiness and/or Check Outs

Excessive tardiness and/or check outs disrupt the educational process. When tardiness and/or check outs become excessive and impact individual students and/or the entire classroom, disciplinary action may occur.

Each school will establish a building level procedure for addressing excessive tardiness and/or check outs with their specific student population. Disciplinary actions for addressing excessive tardiness and/or check outs include, but are not limited to, the following:

Elementary School:

- Phone call to parent(s)/guardians(s)
- Letter to parent(s)/guardians(s)
- Parent Conference
- Student Support Team meeting
- Attendance Support Team meeting
- Referral to School Social Worker
- Court Referral

Middle and High School:

- Phone call to parent(s)/guardians(s)
- Letter to parent(s)/guardians(s)
- Parent Conference
- Student Support Team meeting
- Attendance Support Team meeting
- Referral to School Social Worker
- Detention
- Loss of driving privileges for student
- In School Suspension (ISS)
- Court Referral

I have read or have had read to me and understand the **Consequences and Penalties for Excessive Tardiness and/or Check Outs** for the Rabun County School System.

I understand that my child has accumulated _____ tardies so far this school year.

PARENT / GUARDIAN: _____ DATE: _____

STUDENT: _____ DATE: _____

Attendance Support Team

Each school will establish an Attendance Support Team chaired by the Principal or his/her designee. The Team will consist of faculty having contact with parents or providing direct service to the specific student to be discussed. Students will be referred for an Attendance Support Team Meeting according to the attendance procedures for each respective school. Students age 10 and older are required to attend meeting.

PROCEDURE:

- Parent(s)/Guardian(s) and students (age 10 or older) are informed of the meeting date, place, and time.
- The team is introduced, brief information about the Attendance Support Team is shared, and the Compulsory Attendance Law is explained.
- Team members, parents and students (age 10 or older) discuss the problems which cause the absences from school. This information is discussed in regards to how poor attendance is impacting other factors such as grades, discipline, peer interactions, and the student's self esteem.
- Strategies to improve attendance are discussed.
- Specific strategies and interventions to improve student attendance are identified and agreed upon.
- An Attendance Contract is developed and signed by parents, students (age 10 and older), and Attendance Support Team members.

FOLLOW-UP:

Attendance will be monitored and continued problems will be reported to the Attendance Support Team. The team will determine if further action is needed and additional meetings will be scheduled accordingly. A referral to the School Social Worker will be made if the attendance contract is broken.

If the parent/guardian cooperates with the Attendance Support Team contract and school recommendations, no complaint will be filed against the parent/guardian, even if the student continues to have absences. If the parent/guardian does not cooperate with the Attendance Support Team contract and the student has continued unexcused absences, a complaint will be filed with the court.

Failure to attend an Attendance Support Team Meeting by the parent(s)/guardian(s) or the student may result in immediate referral to the court system.

Rabun County Schools Attendance Contract

Student Name: _____ Grade: _____ DOB: _____ Date: _____

School: _____ Parent/Guardian: _____

THE STUDENT SHALL (check all that apply):

- 1. Attend school and all assigned class periods every day.
- 2. Arrive at school and every class period on time.
- 3. Obey all school rules, dress codes, and behave appropriately at school.
- 4. Complete and return all homework as directed.
- 5. Comply with daily sign-in sheet procedures as directed.
- 6. Participate in the following counseling and educational programs: _____
- 7. Other: _____

THE PARENT/GUARDIAN SHALL (check all that apply):

- 1. Get child to school every day on time.
- 2. Escort and check child in school daily at: _____.
- 3. Not remove child from school early without providing the school a valid excuse.
- 4. For all illness absences:
 - a. Provide school with written verification from doctor/medical advisor; or
 - b. Send child to school to be checked and released if ill.
- 5. For all absences: Contact the school to explain absence.
- 6. Ensure all homework is completed and returned to school promptly as directed.
- 7. Participate in the following parenting and/or counseling programs: _____
- 8. Provide school with written verification of attendance for parenting/counseling programs.
- 9. Inform school nurse and principal about medication prescribed and taken by the child.
- 10. Attend all meetings scheduled by the school, District Attorney's Office, and the Court.
- 11. Other: _____

Violation of Attendance Contract may result in immediate Court referral.

Student Signature/Date

Parent/Guardian Signature/Date

AST Committee Chair Signature/Date

Parent/Guardian Signature/Date

Attendance Support Team Signatures:

Legal Prosecution

Legal complaints may be filed against the parent/guardian and/or student for violating the Georgia Compulsory Attendance Law after all reasonable efforts to resolve and address absenteeism and/or tardiness have been exhausted by the Board of Education. Cases will be forwarded to the Juvenile Court for prosecution.

A juvenile complaint form (JUV-96-2) shall be completed by the superintendent or his/her designee and forwarded to the Department of Juvenile Justice. The complaint form shall be completed with all of the student's current demographic information. Attached to the complaint will be the most current report of attendance and discipline records, as well as documentation of all efforts that have been made by the Board of Education to resolve the issue(s) with the student, parent(s) or guardian.

Upon receipt of the juvenile complaint form, the Department of Juvenile Justice shall then file the complaint with the clerk of court and schedule the case for a preliminary hearing. The Board of Education shall receive notice of the upcoming cases scheduled in the form of a court calendar. Said student, parent or guardian shall be served notification of the hearing by proper service through the clerk of court.

At the preliminary hearing, said student, parent(s) or guardian shall be advised of their right to representation prior to the proceeding. If either party chooses to seek representation, the Juvenile Court shall allow the parties to make application for appointed counsel or shall give them the opportunity to hire counsel of their choice. If representation is requested, a petition shall be filed and the case shall be scheduled for an adjudicatory hearing. All parties, including counsel will receive notification of this hearing by proper service through the clerk of court.

If representation is not requested and all parties are in agreement to proceed with the case by admission at the preliminary hearing, the Court shall make every attempt to resolve the case the day of the preliminary hearing with specifically outlined conditions for child, parent(s) or guardian(s) to follow. The Court, after hearing and reviewing all of the evidence, documentation and testimony and taking into consideration the age of the child and circumstances surrounding the case, shall make every reasonable effort to appropriately outline very specific conditions for the student, parent(s) or guardian(s) to follow. If issues of deprivation are disclosed, an immediate referral shall be made to the Department of Family and Children Services for investigation.

The Court may order the following dispositions in reference to the student, including, but not limited to: dismissal, holding the charge(s) in abeyance pending compliance of conditions while being monitored by the Court, informal adjustment, probation, commitment to the Department of Human Resources, commitment to the Department of Juvenile Justice not to exceed sixty months, placement in an institution, placement into the Department of Family and Children Services, community service, suspension of drivers license privileges. The Court shall outline a specific time limit for which conditions are to be followed.

The Court may order the following dispositions in reference to the parent(s) or guardian, including, but not limited to: placing said parent(s) or guardian under a protective order outlining conditions for the parent(s) or guardian to follow for a period of one year or a time outlined by the Court. Extensions can be made by this Court if necessary.

Legal Prosecution (continued)

If the student, parent(s) or guardian successfully follow all Court ordered conditions for the period of time specified, the Court will consider a dismissal of the case and/or termination of the supervision.

It will be the responsibility of the Board of Education to monitor attendance and cooperation of the student, parent(s) or guardian. The Board of Education will provide all agencies involved a regular report of progress. The Department of Juvenile Justice will make any referrals ordered by the Court and monitor conditions outlined by the Court, in compliance with DJJ policy of standards of contact. Any non-compliance will be **immediately** reported by the Board of Education to the Department of Juvenile Justice or the Juvenile Court.

Upon receipt of any non-compliance, the Department of Juvenile Justice or the Juvenile Court will immediately schedule the case for review. All parties will be notified of the review by proper service of clerk of court.

If the non-compliance is confirmed by the Court as a result of the student's action(s), the Court may order any of the previously stated dispositions that would assist in establishing compliance of conditions. The Court, while considering all factors relevant to the student and case, shall continue involvement or supervision until such compliance is established. The Court shall continue utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.

If the non-compliance is confirmed by the Court as a result of the parent(s) or guardian's actions, the court may punish the person(s) for being in contempt of court for willfully disobeying an order of the court. The court may impose any or all of the following sanctions: Requiring the person to make restitution in an amount not to exceed \$2500.00 for any damage caused by the child's wrongful act; impose a fine up to \$1000.00; reimbursement to the state for the cost of detention, treatment or rehabilitation of the child, require the parent or guardian to perform community service or require the person to enter a contract or plan as a part of the disposition of any charges against the child. The Court may also use civil contempt powers to incarcerate the parent or guardian.

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. The office of the District Attorney shall be provided with accurate and complete documentation of every action and proceeding prior to the referral. Every agency including but not limited to: Board of Education, Department of Juvenile Justice, Department of Family and Children Services, Mental Health, shall be available to the District Attorney's office for interviews, questions and/or testimony needed to adequately prepare the case for prosecution.

Community Support

Protocol Committee Responsibilities:

The committee shall elect a chairperson and may elect other officers if they so choose. The committee is responsible for ensuring coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of the state.

By June 1, 2005 each student protocol committee shall produce and adopt a student attendance protocol for its Local County or school system:

- The attendance protocol must specify the procedures for identifying, reporting, investigating, and prosecuting violations of the states mandatory school attendance law (O.C.G.A. 20-2-690.1).
- The protocol must also specify local methods used to determine the causes and solutions for student truancy, and the local attendance protocol will include recommendations for policies related to student tardiness.

A copy of the local protocol shall be provided to each agency, official, or program within the county that has any responsibility in assisting children and their parents or guardians with respect to student attendance.

School System:

State Law requires that the School Superintendent or designee shall fully and actively assist in the planning, implementation, and evaluation activities of the student attendance protocol committee. The Board of Education shall consider and publicly announce its decisions regarding the protocol committee recommendations for student attendance. Each local Board of Education shall report annual student attendance rates to the student attendance protocol committee and the State Board of Education by September 1 following each school year. The local school system shall be responsible for providing a copy of the adopted written student attendance protocol to the Georgia Department of Education no later than July 1, 2005, and upon any subsequent revisions or amendments.

The School Social Worker will work with students, parents, school administrators, faculty, and other community agencies to address attendance issues. The School Social Worker will make efforts to increase parental involvement through meeting with parents, conducting home visits, and/or through written/phone correspondence. As a liaison to the court system, the School Social Worker will file truancy complaints with the court and attend truancy court hearings.

Department of Juvenile Justice:

The Department of Juvenile Justice will process complaints as directed by the Juvenile Court. Upon disposition of the Court, the Department of Juvenile Justice will make necessary referrals ordered by the Court and will supervise any conditions outlined by the Court in compliance with DJJ policy.

Community Support (continued)

Law Enforcement:

Law enforcement will approach school age children who are away from school during school hours to inquire as to the reasons for their absence. Pursuant to O.C.G.A. 20-2-698, peace officers, during school hours, may assume temporary custody of any child subject the compulsory school attendance (age 6-16) who is absent from school without a written valid excuse from school officials or from the parent/guardian in charge of the home study program. Truant students may be transport to school and students who are home-schooled may be transported to their home if they are in public unsupervised during school hours.

School Resource Officer: Each school in Rabun County has access to, either on-site or within minimal driving distance, an employee of the Rabun County Sheriff's Department. The School Resource Officer is a certified peace officer who is involved in school improvement. As appropriate, the School Resource Officer will attend Attendance Support Team Meetings and conduct home visits when students are reported as truant.

Department of Family and Children Services:

Rabun County Department of Family and Children Services (DFCS) will accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect. DFCS will accept referrals on educational neglect concerning students enrolled in Rabun County School System and in home-school programs. School attendance will be addressed in departmental case plans and safety plans. DFCS will ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship, or foster care arranged by the Department. A representative from DFCS will attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance.

Rabun County Health Department:

Rabun County Health Department will serve as a consultant regarding health issues identified by the Attendance Support Team and the School System. The Health Department will work in conjunction with School Staff to promote general health and safety for students, school staff, and the community.

Mental Health:

Rabun/Towns Mental Health will serve as a consultant regarding mental health issues identified by the Attendance Support Team and the School System.

Community Support (continued)

Community Partnership:

Community Partnership, a Family Connection site in Rabun County, will support the school system in the development, implementation, and evaluation of programs that reinforce school attendance. As a partner in education, Community Partnership will provide support for perfect attendance programs and will provide training and recruitment services for the mentoring program. Community Partnership will provide resources for families as specific needs are identified by the Attendance Support Team and/or the school system.

Attendance Terms and Definitions

Absence:

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parent permission.

Excused Absence:

Absences require a valid written excuse from the parent/guardian indicating one or more conditions allowed by Georgia State Law and Board of Education Policy to excuse absences from school. Excuses must be received within 3 days of a student's last absences. Written certification of medical, legal, and death related absences may be accepted beyond 3 days of absences. If absences become excessive, the school may require additional documentation. The following are considered excused absences:

1. Personal illness or attendance in school endangering a 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 governmental agency, including preinduction physical examination for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.
7. School trips or activities if approved in advance by each student's individual subject teachers.

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 (S.B.O.E. 160-5-1-.10).

Unexcused Absence:

Absence without a valid written excuse is considered unexcused.

Excessive Absences:

Any student who is absent for more than 10 days in any one semester is considered as having excessive absences. These absences do not include those that result from participation in school-sponsored trips. At the high school level, excessive class absences may result in loss of class credit.

Truant:

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant (S.B.O.E. 160-5-1-.10).

***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.

Class Truancy:

A student is considered truant if he or she is on school property but does not attend class, has any unexcused tardy to class/school, or leaves the classroom without teacher permission.

Attendance Terms and Definitions (continued)

Tardy:

A student is tardy when he or she arrives at school, an assigned class, or a school activity after the designated time. Repeated or habitual tardiness will result in corrective action.

Excused Tardy:

A tardy is excused when a student arrives late to school with a valid excuse (see requirements indicated under “excused absences”). Other tardies may be excused at the Principal’s discretion.

Unexcused Tardy:

A tardy is unexcused when a student arrives late to school without a valid excuse.

Check Out:

When a student leaves school prior to regular dismissal time.

Detention:

Work/study session outside of regular school hours.

Suspension:

Removal of a student from the regular school program for a period of time.

In-school Suspension:

Removal of a student from class(es) or regular school and assignment of that student to an alternative program isolated from peers.

Out-of-school Suspension:

During the period of suspension, the student is excluded from all school sponsored classes and/or activities.

Expulsion:

Permanent removal from school.