

Fannin County Attendance Protocol

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Submitted to Fannin County Board of Education – May 12, 2005

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Mission Statement

The mission of the Fannin County Attendance Protocol Committee is to work collaboratively with the Fannin County School System to improve student attendance, decrease student tardies, decrease student early dismissals, raise student achievement, foster parent/student responsibility, and provide home support with the ultimate goal of ensuring quality learning for all.

Causes of Truancy

Through working closely with students, families, and community stakeholders in an effort to decrease truancy, several causes of poor attendance have been identified. Absences, tardies, and early dismissals have been related to:

- Illnesses of the child or a relative
- Doctor/dental appointments for the child or a relative
- Religion related conventions
- Family related events (e.g. weddings, funerals, emergencies)
- Family vacations
- Lice
- Inclement weather
- No available babysitting when parent/guardian must go out of town for the day
- Child simply refuses to attend and parent “cannot make them come”
- Child feigns illness
- Ballgames
- Dance classes
- Car trouble including flat tires
- Visiting grandparents
- Missed bus
- Overslept
- Injury at school
- Shopping
- Out of town
- Parent gets off work early and does not want to make two trips to pick up child
- Migraine headaches
- Power outages
- Parent wants to beat the parent pickup line traffic
- Skipping school
- Mental health problems (e.g. anxiety attacks and depression)
- Alcoholic parent/guardian so child is caretaker
- Child dawdles/does not report directly to class
- Poor organizational skills of child and/or parents
- Court appearance
- No immunization record/birth certificate
- Single parent family with discipline issues

- Parental and student apathy
- Drugs/alcohol
- Out of school suspension for discipline infractions at school

Solutions for Truancy

The Fannin County Board of Education implements the following procedures to reduce unexcused absences:

Parental Notification- The Fannin County School System requires that all its public schools 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. The Fannin County School System notifies the parent, guardian or other person who has control or charge of the student by phone when such student has three absences, early dismissals and/or tardies. The Fannin County School System notifies the parent, guardian or other person who has control or charge of the student by letter when such student has five absences, early dismissals, and/or tardies. This notice will explain to the parent/guardian that a home visit may be the next step. The Fannin County School System notifies the parent, guardian or other person who has control or charge of the student by letter when such student has seven absences. This notice will outline the penalty and consequences of continued absences and/or early dismissals and /or tardies.

Notification by Certified Mail- After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the Fannin County School System will send written notice via certified mail with return receipt requested.

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

- In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the Fannin County School System's policy.

Other efforts that have aided in improving attendance are:

- Accurate record keeping
- Willingness of stakeholders to cooperate
- Use of good judgment in making decisions related to attendance issues
- Consistency for all students and parents
- Local School Board support
- Support of the Juvenile Court System
- Support of Community stakeholders
- Open communication between parents and school employees

Definitions for Student Attendance Protocol

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- The Fannin County Board of Education uses the following state approved guidelines for excusing students from school:

- personal illness and when attendance in school would endanger their health or the health of others (S.B.O.E. Rule 160-4-2-.31);
- a serious illness or death in their immediate family necessitates absence from school;
- mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order;
- celebrating religious holidays;
- conditions that render attendance impossible or hazardous to their health or safety;
- registering to vote or voting, for a period not to exceed one day
- serving as a page of the Georgia General Assembly

Excused tardy – This includes events that are physically out of the parent’s or student’s control such as: an accident, road closed due to an accident, power outage, etc.

Tardy- A student is “tardy to school” when he/she arrives after the 8:10 a.m. bell. On the third tardy the parent will be contacted by phone and notified of the attendance policy and possible consequences resulting from unexcused tardies. High school students receive consequences at school for arriving to school tardy. When a high school student accumulates five (5) tardies he/she will be given three (3) days of work detention. After the next five (5) tardies, he/she will be given five (5) days of work detention. Following the next five (5) tardies, he/she may receive up to three (3) days suspension. Following the next five (5) tardies he/she may receive up to five (5) days suspension.

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

Truant – Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Unexcused tardy – This includes: over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, etc.

Consequences of Truancy

The Fannin County Board of Education has adopted, as a part of the Student Code of Conduct developed pursuant to O.C.G.A. § 20-2-735, a definition of truancy that contains the minimum standards related to student attendance and a summary of possible consequences and penalties for truancy established in State Board Rule (160-5- 1-.10).

The Fannin County Student Code of Conduct provides a systematic process of behavioral corrections in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Included in the section "BEHAVIORS WHICH WILL RESULT IN DISCIPLINARY PROCEDURES" is:

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time-out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia Law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

Included in the section called "DEFINITION OF TERMS" is:

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Grades and Absences

Final student course grades 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 completed satisfactorily.

Teachers are not required to provide make-up work to students for unexcused absences.

Driver's License Denial

The Fannin County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best efforts, including certified mail, to notify students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. § 40-5-2 regarding the denial of driver's permits and licenses.

Out of School Suspensions

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.

Rewards for Good Attendance

Countywide recognition for good attendance comes in the form of Perfect Attendance certificates and T-shirts that are provided to the Fannin County School System by a local bank. Each student who achieves perfect attendance receives this certificate, a T-shirt, and a free pass to Lake Winnepesaukee Amusement Park.

Individual schools may include but is not limited to offering incentives to students for good attendance. Included as some of these rewards are:

- Announcing student's names and classes with 100% attendance for specified time periods
- Placing 100% Perfect Attendance stars on teachers' doors for daily attendance
- Giving small prizes (pencils, stickers, candy, etc.) to students with chronic absenteeism problems to encourage better attendance
- Providing plaques at Awards Day for students with six years of perfect attendance in elementary school.

Student Withdrawals

Schools in the Fannin County School System may withdraw any student who meets either of the following criteria:

1. The student has missed more than 10 consecutive days of unexcused absences; the student is not subject to compulsory school attendance; and the student is not

- receiving instructional services from the local school system through homebound instruction or instructional services required by the federal I.D.E.A.
2. The student is no longer a resident of the Fannin County School System or is enrolled in a private school or home study program.

Also, the superintendent or his/her designee shall use his or her best efforts to notify the parent/guardian if the school system plans to withdraw such student who is younger than 18 and is not subject to compulsory attendance.

In addition, the Fannin County School System shall withdraw students retroactive to the first day of the consecutive absences.

Teen-age and Adult Driver Responsibility Act

Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) Implementation Guidelines (Section a.1 Georgia Code Section 40-5-22,) of 1997 require that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia driver's permit or license. The Fannin County School District will be responsible for certifying that students enrolled in public schools and in home schools in its district satisfy the attendance requirements which include either that he or she meets one of the following conditions as specified in O.C.G.A. § 40-5-22 (a.1):

(1) Is enrolled in and not under suspension from a public or private school and does not have more than ten school days of unexcused absences in any semester or combination of two consecutive quarters for a period of one academic year prior to the date of issuance of the Certificate of Attendance. Beginning with the 2004-2005 academic year, attendance records shall be maintained in a manner such that attendance information for a period of one academic year prior to application for an instruction permit or driver's license is available. The requirement for looking at the prior academic year shall go into effect beginning with the 2005-2006 academic year. In the interim, Fannin County will look back only to May 5, 2004, (the date the Governor signed the bill in law) to determine these requirements.

(2) Is enrolled in a home education program that satisfies the requirements of all state laws governing such courses. The Department of Motor Vehicles shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of application. They will do this by using the Certificate of Attendance form. The Fannin County School District will be responsible for making this form available to private schools in Georgia in which students living in the public school district are enrolled. The private schools will complete the forms.

The Fannin County School District central office is required by this law to report information regarding non-compliance to the Department of Motor Vehicle Safety through a process developed jointly with the Department of Education. The Fannin County School District must report this information from the public schools in its district, from private schools attended by students who reside in its public school district, and from home schools in its public school district.

In regard to attendance a non-compliant student is one who:

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

The Fannin County School District will be responsible for reporting the non-compliance information reported from its public schools, from private schools, and from home schools to the Department of Education (DOE). Updated reports shall be provided whenever the information will impact the student's eligibility to possess a learner's permit or driver's license.

The Certificate of Attendance will be issued to any student who requests it if the student meets all of the conditions. If the student has ten unexcused absences that were accumulated some time before his fourteenth birthday, these do not count for purposes of the law. The ten days must begin on or after the student's fourteenth birthday.

As a practical matter, Fannin County schools should record all student absences as excused or unexcused. Unverified absences will be considered unexcused if excuses are not turned in by the student to the school during the three days following the student's return to school.

The Fannin County School District will also be responsible for completing the Certificate of Attendance for home school students. The Fannin County School District will do this only for home school students where the home school satisfies all of the legal requirements governing home schools. The Certificate of Attendance may not be issued to a home school student if the home school official has failed to submit monthly attendance reports to the local school superintendent as required by law.

During the regular school year, the Certificate of Attendance is good for 30 days after the date it is notarized. During the summer months of June, July, and August, when most schools are not in session, the Department of Motor Vehicle Safety will accept Certificates of Attendance that are dated near the end of school year (late May or early June).

The Certificate of Attendance should not be issued to students who have graduated from high school, have earned a GED, or are enrolled in college or postsecondary school. Such students must furnish acceptable proof of their status to the Department

of Motor Vehicle Safety. It is required that students obtain a Certificate of Attendance when receiving a driver's instruction permit, and obtain another Certificate of Attendance when receiving a driver's license.

It shall be the responsibility of the parent or guardian of a student who transfers from an out-of-state public, private, or home school to provide for the transmission of attendance records in order to be eligible for the receipt of a Certificate of Attendance. The official record of attendance must be received before a Certificate of Attendance can be prepared.

Guidelines for Attendance

Absences:

1. At 3 absences (excused or unexcused) the Family Support Worker will make a phone contact with the parent/guardian.
2. At 5 absences (excused or unexcused) the Family Support Worker will mail a letter to the parent/guardian.
3. At 6 absences (excused or unexcused) the principal may choose to send the school attendance officer to the child's home for a home visit.
4. At 7 absences (excused or unexcused) the Family Support Worker will mail another letter to the parent/guardian. At this time, depending upon circumstances in each particular case, the parent/guardian may be asked to meet with the Attendance Support Team to sign an agreement.
5. At 7 unexcused absences, the parents of students aged 14 and older will be notified by mail what the consequences of three (3) more unexcused absences are in regard to driver's instruction permits and/ or driver's licenses for minors.

Tardies or Early Dismissals:

1. At 3 tardies or early dismissals the parent/guardian will receive phone call.
2. At 5 tardies or early dismissals the parent/guardian will receive a letter.
3. At 6 tardies or early dismissals the principal may choose to send the school attendance officer to the child's home for a home visit.
4. At 7 of either the parent/guardian may be asked to meet with the Attendance Support Team to sign an agreement.

Parents of students who accumulate excessive absences and the student (if middle school or high school age) may be asked to meet with the Attendance Support Team to sign an agreement that states how the school system and the parent will work together to improve that child's attendance. Once the agreement is signed, the child is on probation and attendance is monitored for similar harmful attendance patterns.

Parents and children who enter into the agreement and break it may be referred to Juvenile Court. Also, parents who choose not to sign the agreement may be referred directly to Juvenile Court.

Consequences for truancy at the school may consist of allowable forms of discipline as stated in the Student Code of Conduct. Consequences for truancy should a child be referred to Juvenile Court may include fine(s) and/or imprisonment for the parent/guardian as well as community service for middle and high school students.

Appendix

BOE LETTERHEAD

August 4, 2004

Dear Parents,

Please review the information about Fannin County School System's Attendance Support Team on the back of this letter. The Attendance Support Team (AST) cares about Fannin County students, and our number one goal is to help them be successful in school. We believe that regular attendance is crucial to academic success. Please read these procedures, and note that tardiness and early dismissals are included.

House Bill 1190 was signed into law this past spring and requires that all counties in Georgia implement an attendance team. Ours has been in effect for several years, and each year we have modified our procedures slightly in order to best serve our families. One of the new procedures required by this law is that all parents and any students aged ten or over are to sign a notice for the School System that they have received the guidelines of their county's AST. You will find that letter attached to this one. Please sign it after reviewing the guidelines printed on back of this letter, and return it to your child's school at your earliest convenience.

If you have any questions about the Attendance Support Team or referral procedures, you can contact your school principal or Family Support Worker at the individual school, or you may also contact me at the Fannin County Board of Education office.

Sincerely,

Cynthia Panter
Attendance Support Team Coordinator

**Guidelines for Fannin County Attendance Support Team
2004-2005**

Absences:

1. At 3 absences (excused or unexcused) the Family Support Worker will make a phone contact with the parent/guardian.
2. At 5 absences (excused or unexcused) the Family Support Worker will mail a letter to the parent/guardian.
3. At 6 absences (excused or unexcused) the principal may choose to send the school attendance officer to the child's home for a home visit.
4. At 7 absences (excused or unexcused) the Family Support Worker will mail another letter to the parent/guardian. At this time, depending upon circumstances in each particular case, the parent/guardian may be asked to meet with the Attendance Support Team to sign an agreement.
5. At 7 unexcused absences, the parents of students aged 14 and older will be notified by mail what the consequences of three (3) more unexcused absences are in regard to driver's instruction permits and/ or driver's licenses for minors.

Tardies or Early Dismissals:

1. At 3 tardies or early dismissals the parent/guardian will receive phone call.
2. At 5 tardies or early dismissals the parent/guardian will receive a letter.
3. At 6 tardies or early dismissals the principal may choose to send the school attendance officer to the child's home for a home visit.
4. At 7 of either the parent/guardian may be asked to meet with the Attendance Support Team to sign an agreement.

Consequences:

Parents of students who accumulate excessive absences and the student (if middle school or high school age) may be asked to meet with the Attendance Support Team to sign an agreement that states how the school system and the parent will work together to improve that child's attendance. Once the agreement is signed, the child is on probation and attendance is monitored for similar harmful attendance patterns.

Parents and children who enter into the agreement and break it may be referred to Juvenile Court. Also, parents who choose not to sign the agreement may be referred directly to Juvenile Court.

Parents who are referred to Juvenile Court may receive fine(s) and/or imprisonment for each day of truancy. Middle and high school students may receive community service time to be completed on the weekends. Students aged 15 and older may be denied the right to obtain a driver's license permit or driver's license.

PLEASE KEEP THIS LETTER FOR YOUR RECORDS

SCHOOL LETTERHEAD

To Whom It May Concern:

Re: _____
(Child's Name)

I have received a copy of the Fannin County Attendance Support Team (AST) information and understand the procedures of the AST and the consequences that may occur should my child have excessive absences, tardies, early dismissals or a combination of all of these.

My signature on this letter does not indicate that I agree or disagree with this policy. I realize that the Fannin County School System is required by law (House Bill 1190) to obtain my signature and my child's (if he or she is age 10 or over) acknowledging my receipt of this information.

(Parent/Guardian's Signature)

(Child's Signature if age 10 or older*)

*Any child who will be 10 years of age during this school year needs to sign

BOE LETTERHEAD

August 4, 2004

Dear Parents,

Welcome back to an exciting new school year! Our students and teachers will be working hard to master QCC objectives required by the State of Georgia. Because this is so important, we would like to stress how critical good attendance is to a student's success. You are doing a great job as parents keeping your children in school and making sure that our students are arriving on time and remaining at school for the entire day.

There are times, however, when your children will have to miss school. When this does happen it is vital that we receive a written excuse within three days after the child's absence even if you have already called the school. All excuses should be dated, signed by a parent or guardian, and should specifically state the reason for the absence.

State law and the State Board of Education policy permits students to be excused for the following reasons:

- ◆ personal illness and when attendance in school would endanger their health or the health of others;
 - ◆ a serious illness or death in their immediate family necessitates absence from school;
 - ◆ mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order;
 - ◆ celebrating religious holidays;
 - ◆ conditions render attendance impossible or hazardous to their health or safety;
- and
- ◆ registering to vote or voting, for a period not to exceed one day.

Please help us follow these guidelines by reviewing them so you are familiar with them. Feel free to contact the principal of your child's school if you have any questions or concerns.

Sincerely,

Cynthia Panter
Attendance Support Team Coordinator

SCHOOL LETTERHEAD

Date _____

Dear Parent or Guardian:

Our records indicate that your child, _____, has accumulated five (5) absences from school thus far this year. Regular school attendance is mandated by Georgia Law and encouraged by the Fannin County Board of Education. Fannin County school attendance guidelines require that the names of students with six (6) absences may be turned over to the school attendance officer. At the principal's discretion it may then become his responsibility to determine if the student has legitimate excuses for his/her absences or is beginning to develop a school attendance problem.

If your child has to be absent from school, please send a doctor's excuse or written explanation of the absence to the school within three days of your child's return to school. This will alleviate much of the investigation time required by the attendance officer.

If you have any questions regarding this procedure or would like to discuss school attendance, please contact the school to make an appointment. School personnel will gladly assist you in any way possible.

Sincerely,

SCHOOL LETTERHEAD

Dear Parent or Guardian,

Georgia law requires each school system to work with parents to improve student attendance. We are dedicated to helping Fannin County parents make sure that their children are in attendance at school each day. Assisting you in making this happen is one of our most important goals.

At the present time, your child, _____, has accumulated _____ unexcused absences. We have tried to reach you by phone and by letter on at least two occasions and have been unable to reach you. We are very concerned about your child's school attendance and need for you to contact the school at your earliest convenience. Should we not hear from you, we may have no recourse other than to turn this matter over to the Juvenile Court System.

Hopefully by working together we can resolve any problems that may be impacting your child's education. Thank you in advance for your immediate response in this matter.

Sincerely,

Principal

SCHOOL LETTERHEAD

Date_____

Dear Parent or Guardian:

Our records indicate that your child, _____, has accumulated seven (7) absences from school thus far this year. Regular school attendance is mandated by Georgia Law and encouraged by the Fannin County Board of Education.

You should have already had a phone contact as well as a letter contact from the Family Support Worker at school. You may even have had a home visit from the school attendance officer. Following the receipt of this letter, should your child continue to have unexcused or excessive absences, you may be invited to attend an Attendance Support Team meeting to determine how the school system can best work with you to improve your child's attendance.

Once again, if your child has to be absent from school, please send a doctor's excuse or written explanation of the absence to the school within three days of your child's return to school. A phone call from you to your child's teacher or the Family Support Worker will also help us to understand your child's individual situation.

Also, students who accumulate ten or more absences may be denied their driver's license and/or learner's permit by the Department of Motor Vehicles. Often times transportation is an issue within a family. By helping us keep absences down to a minimum we can hopefully prevent any of our families from being in this situation.

If you have any questions regarding this procedure or would like to discuss school attendance, please contact the school to make an appointment. School personnel will gladly assist you in any way possible.

Sincerely,

SCHOOL LETTERHEAD

Date_____

Dear Parent or Guardian:

Our records indicate that your child, _____, has accumulated seven (7) unexcused absences from school thus far this year and is age 14 or older. Regular school attendance is mandated by Georgia Law and encouraged by the Fannin County Board of Education.

Accumulating ten (10) unexcused absences in a semester would mean that your child has violated the state's attendance requirements pursuant to O.C.G.A § 40-5-2 regarding the denial of driver's permits and licenses. This Chapter of the Official Code of Georgia Annotated, relating to driver's licenses for motor vehicles, states that a minor's instruction permit or driver's license is suspended subject to review if the minor has (among other possible reasons) more than ten school days of unexcused absences in any semester or combination of two consecutive quarters. This letter serves as your notification that your child has only three (3) more unexcused absences before he/she violates this section of the law.

You should have already had a phone contact as well as a letter contact from the Family Support Worker at school. You may even have had a home visit from the school attendance officer. Also, following the receipt of this letter, should your child continue to have unexcused or excessive absences, you may be invited to attend an Attendance Support Team meeting to determine how the school system can best work with you to improve your child's attendance.

Once again, if your child has to be absent from school, please send a doctor's excuse or written explanation of the absence to the school within three days of your child's return to school. A phone call from you to your child's teacher or the Family Support Worker will also help us to understand your child's individual situation.

If you have any questions regarding this procedure or would like to discuss school attendance, please contact the school to make an appointment. School personnel will gladly assist you in any way possible.

Sincerely,

SCHOOL LETTERHEAD

Date _____

Dear Parent or Guardian:

This letter is to inform you that your child, _____, has missed a significant amount of instruction time due to tardies and/or early dismissals. We realize that a tardy or early dismissal is sometimes unavoidable and necessary. However, too much instruction time being missed can interfere with your child's learning and can result in poor grades. We hope this can be avoided.

Between _____ and _____, your child has missed the following amount of instruction:

<u>DAY</u>	<u>TARDY/EARLY DISMISSAL</u>
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

Total amount of time _____

We hope that by working together with you, we can minimize the amount of instruction time missed before your child's grade is adversely affected.

Sincerely,

BOE LETTERHEAD

Parent Name and address

Dear _____:

Your child, _____, has been referred to the Fannin County Attendance Support Team due to excessive school absences, tardies and/or early dismissals. The Attendance Support Team is composed both of school and community agency personnel. The purpose of this team is to review cases of chronic absenteeism, early dismissals, and/or tardies; to determine contributing factors to poor school attendance; to offer assistance to the family if appropriate; and, in the event changes do not occur within a reasonable time, to refer cases to the Juvenile Court for possible prosecution.

As of _____, _____ has ___ **absences**, ___ **early dismissals**, and ___ **tardies**. The Attendance Support Team would like to meet with you on _____, at _____ a.m. to discuss this problem. If your child is in middle or high school, please bring him/her with you to the meeting. We will meet at the Fannin County Board of Education in Blue Ridge.

Please know that our intent is to provide the best possible education for all our children. If _____ is missing instruction time, he/she cannot benefit from this education. Please contact me if you have questions or concerns.

Sincerely,

Cynthia Panter
Attendance Support Team Coordinator
Fannin County Schools

FANNIN COUNTY SCHOOLS
Attendance Support Team Agreement

Student's Name _____ **Date** _____

Grade _____ DOB _____ Age _____

Parent/Guardian _____

School:

- | | |
|-----------------------------------|------------------------------|
| _____ Blue Ridge Elementary | _____ East Fannin Elementary |
| _____ Fannin County Middle School | _____ Fannin High School |
| _____ West Fannin Elementary | |

Please check all that apply:

THE STUDENT SHALL:

- _____ 1. Attend school and all assigned class periods every day.
- _____ 2. Arrive at school and every class period on time.
- _____ 3. Comply with daily sign-in sheet and early dismissal requirement when emergencies occur.
- _____ 4. Other: _____

THE PARENT/GUARDIAN SHALL:

- _____ 1. Be responsible for getting the child to school on time every day.
- _____ 2. Not remove child from school early without providing a valid excuse.
- _____ 3. Contact school to explain any absence.
- _____ 4. Provide school with written verification by doctor/medical advisor for all absences because of illness.
- _____ 5. Have child examined/treated by medical doctor for _____
- _____ 6. Other: _____

THE PARTICIPATING AGENCIES SHALL:

- _____ 1. _____
- _____ 2. _____

The student will be placed on intensive probation during the first calendar year following the signing of this agreement. For the remainder of the student's school career, he or she will be monitored and will remain on continued probation for similar harmful attendance patterns that may result in a violation of the agreement. Violation of this agreement may result in a direct referral to the Juvenile Court System.

Student's Signature: _____

Parent's Signature: _____

Attendance Support Team Signatures: _____, Chairperson

BOE LETTERHEAD

Dear _____,

Last year you and/or your child met with the Attendance Support Team (AST) in regard to your child's attendance, early dismissals, and/or tardies. An agreement was signed for one calendar year. We hope that this proved to be an incentive for your family to establish good attendance procedures and that this school year is off to a good start because these attendance habits were maintained.

Because attendance has been a problem in the past, however, your child(ren) will be on probation this school year. We will be monitoring attendance which includes absences, tardies, and early dismissals. Guidelines for probationary status include:

- ◆ When the child has two unexcused or three total absences, the parent will receive a phone call concerning the reason for absences.
- ◆ When the child has three unexcused or five total absences a referral may be made to Juvenile Court. There will be no contract meeting with the AST prior to this referral.
- ◆ When the child has three tardies or early dismissals the parent will receive a phone call.
- ◆ When the child has four tardies or early dismissals a referral may be made to Juvenile Court. There will be no contract meeting with the AST prior to this referral.

Regular attendance is vital to your child's success and future. For this reason any violation of probation may result in an immediate referral to Juvenile Court. If there are any problems or concerns that you are dealing with that may affect your child's attendance, please contact the Family Support Worker at your child's school and discuss this with her/him.

Hopefully by working together we can keep all children in school and help create the brightest possible future for each one of them. If you have any questions or concerns, feel free to contact me at 632-3771.

Sincerely,

Cynthia Panter
Attendance Support Team Coordinator

BOE LETTERHEAD

Dear _____,

Last year you and/or your child met with the Attendance Support Team (AST) in regard to your child's attendance, early dismissals, and/or tardies. An agreement was signed for one calendar year. Unfortunately you and your child were eventually referred to Juvenile Court for continued excessive absences, tardies, and/or early dismissals. We hope that this proved to be an incentive for your family to establish good attendance procedures and that this school year is off to a good start because these attendance habits were maintained.

Because attendance has been a problem in the past, however, your child(ren) will be on probation this school year. We will be monitoring attendance which includes absences, tardies, and early dismissals. Guidelines for probationary status include:

- ◆ When the child has two unexcused or three total absences, the parent will receive a phone call concerning the reason for absences.
- ◆ When the child has three unexcused or five total absences a referral may be made to Juvenile Court. There will be no contract meeting with the AST prior to this referral.
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Sincerely,

Cynthia Panter
Attendance Support Team Coordinator

BOE LETTERHEAD

Dear _____,

Re: Waiver

Last year you and/or your child were asked to meet with the Attendance Support Team (AST) in regard to your child's attendance, early dismissals, and/or tardies. You chose to go straight to Juvenile Court instead. Even though an agreement with the Attendance Team was not signed last year, we hope that your family was able to establish good attendance procedures due to your court outcome, and that this school year is off to a good start because these attendance habits were maintained.

Because attendance has been a problem in the past, however, your child(ren) will be on probation this school year. We will be monitoring attendance which includes absences, tardies, and early dismissals. Guidelines for probationary status include:

- ◆ When the child has two unexcused or three total absences, the parent will receive a phone call concerning the reason for absences.
- ◆ When the child has three unexcused or five total absences a referral may be made to Juvenile Court. There will be no contract meeting with the AST prior to this referral.
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Regular attendance is vital to your child's success and future. For this reason any violation of probation may result in an immediate referral to Juvenile Court. If there are any problems or concerns that you are dealing with that may affect your child's attendance, please contact the Family Support Worker at your child's school and discuss this with her/him.

Hopefully by working together we can keep all children in school and help create the brightest possible future for each one of them. If you have any questions or concerns, feel free to contact me at 632-3771.

Sincerely,

Cynthia Panter
Attendance Support Team Coordinator