



## Appendix K

### Attendance Policy:

#### COWETA CHARTER ACADEMY ATTENDANCE POLICY Adopted July 23, 2015

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of CCAS is to provide each student with quality instruction and inform parents if their child is absent from school.

If a student must be absent, his/her parent(s) MUST notify the school attendance office prior to 8:00 a.m. on the day of the absence. A student who knows in advance that he/she will be absent must notify the school main office.

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their principal, students are expected to be in school on time every day.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. O.C.G.A. § 20-2-690.1. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces a student to be absent or who employs or harbors a student who should be in school.

CCAS officials are authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law.

#### GENERAL ATTENDANCE RULES:

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out with the main office secretary. Otherwise, the student will be considered truant.

If a student misses school in order to attend a non-school function, the absence will be considered as unexcused. However, if you obtain permission from the building principal, the student may be allowed to make up any missed assignments.



Students participating in a contest/event will attend school the full day in order to participate. Exceptions can only be made by the building principal designee. A student who has been absent for five (5) or more days for illness, must present a physician's statement to be re-admitted to class.

Disciplinary actions for excessive absences, unexcused absences, tardiness and trancies are outlined below. A student's record is cumulative and is based on a complete school year.

A student will be marked absent for one-half day if the student is out-of-school for more than 30 minutes but less than 4 hours; a student will be marked absent for a whole day if the student is out-of-school for more than 4 hours.

#### EXCUSED AND UNEXCUSED ABSENCES

The following are considered excused absences: Illness, funeral, medical or dental appointment, and other absences for which permission has been granted in advance.

The following, even with parental consent, are considered unexcused absences: Trancies, working, missing the bus, oversleeping, shopping, car not starting, keeping 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), and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal. No credit will be given for work missed due to an unexcused absence. However, students must make up all work to meet their educational needs.

#### TARDINESS

A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective action. Classroom teachers must record and report any student who is late to school or class as tardy. Every two (2) tardies is counted as one (1) half day unexcused absence.

#### PROLONGED ABSENCE DUE TO ILLNESS

If a student is absent due to illness for ten (10) or more consecutive days, arrangements can be requested for an alternative education program.

#### ATTENDANCE REFERRAL PROCESS

The primary goal of this attendance protocol is to address unexcused absences for students ages six to fifteen. Absences stemming from out of school suspensions, while



concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

o Three (3) unexcused absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, parent conference or postcard. Documentation should be kept by teachers throughout the school year.

o Five (5) unexcused absences: Each school will contact parents through one of the following: Telephone call, letter, and/or email.

o Seven (7) unexcused absences: A School Social Work referral will be generated by principal or principal designee listing specific school based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral.

o Ten (10) or more unexcused absences: Students and/or parents will be subject to a referral(s) to juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, Juvenile and/or Magistrate Court.

Excessive Absences (excused or unexcused): At the discretion of school administration, a referral to the School Social Worker can be made at any time it is deemed appropriate for excessive excused/unexcused absences. Previous years' attendance records may be taken into consideration when making a referral.