

AGENDA REQUEST FORM
Chattooga County Board of Education

Meeting Date February 16, 2023

Agenda Item Number C-1

TITLE:	Update Board Policy JBD: Absences and Excuses
REQUESTED ACTION:	Board consideration of Superintendent's recommendation to update Board Policy JBD: Absences and Excuses (policy will lay until the March board meeting, to allow for public input).
SUMMARY EXPLANATION AND BACKGROUND:	<p>Per guidance from HB1292, the following statement is being added to policy JBD:</p> <p>Students participating in 4-H activities or programs shall be counted as present by the school in which they are enrolled for the day missed from school for this purpose. Proof of a student's participation may be requested by the school principal or the principal's designee.</p>
MAJOR SYSTEM PRIORITY:	Establishing internationally competitive standards
FINANCIAL IMPACT:	N/A
EXHIBITS: (List)	See Attached
BOARD ACTION: (For Official School Board Records Only)	<div>SOURCE OF ADDITIONAL INFORMATION</div> <div><div>Michelle Helie Chief Academic Officer Name</div><div>(706) 857-3447 Phone</div></div>

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on:

_____ Date

By:

_____ School Board Chairman

Board Policy JBD: Absences and Excuses

Status: DRAFT

Original Adopted Date: 05/08/2006 | **Last Revised Date:** 12/09/2010

JBD - HIGH SCHOOL ABSENCES AND EXCUSES

A student shall not be absent from school or from any class or from any other required school hours except for illness or other providential cause without written permission of the teacher, principal or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:

- a. Personally ill and when attendance in school would endanger their health or the health of others;
- b. A serious illness or death in their immediate family;
- c. Mandated by order of governmental agencies, including pre-induction physical examination for service in the armed forces or by a court order;
- d. Celebrating religious holidays;
- e. Registering to vote or voting for a period not to exceed one day;
- f. Conditions which render attendance impossible or hazardous to their health or safety.
- g. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students serving as pages of the Georgia General Assembly shall be counted as present by the school in which they are enrolled for the day missed from school for this purpose.

Students participating in 4-H activities or programs shall be counted as present by the school in which they are enrolled for the day missed from school for this purpose. Proof of a student's participation may be requested by the school principal or the principal's designee.

For the purpose of this policy, the Chattooga County Board of Education defines the term "immediate family" to include the following individuals: a student's father, mother, grandparents, brother, sister or relative living in the same household.

Students shall be permitted to make-up work when absences are excused, provided all missed work is satisfactorily completed within three (3) days of the student's return to school. Principals may waive the three (3) day requirement at semester's end, not to exceed 14 days.

Students may also be excused in the event of a pre-arranged absence approved by the school principal or his or her designee at least ten (10) days in advance of the absence. Pre-arranged absences will not be approved during the exam schedule at the end of every grading period. Examples of pre-arranged absences include college visits for juniors and seniors (no more than two per year) and educational trips as determined by the school principal or his or her designee. In order for educational trips to be approved as pre-arranged absences, the student must complete and turn in a trip related project by the due date set by the administrator approving the absence.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. The excuse must also include the telephone number where the parent can be reached during the day. All excuses shall be dated and brought to the homeroom teacher within three (3) days after the student's absence. After three (3) absences excused by the parent, per semester (August to December and January to June), medical or other appropriate documentation in support of each and every further absence which the student claims is excused will be required. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused.

All out-of-school suspensions shall be temporarily excused. However, a student under suspension will be allowed to make-up work, but will not be allowed to receive full credit. For each graded assignment, the numerical grade earned

by the suspended student shall be recorded after make-up, but in no case shall the grade be given higher than 70. If the work is not made up by the student in the time specified by the teacher, a zero shall be recorded for assignments that were to be graded.

If a high school student has more than five (5) unexcused absences, the matter may be pursued in either Juvenile or Magistrate/State Court. Any high school student having more than six (6) unexcused absences in a class(es) during a semester will receive no credit for that class(es) unless a waiver is granted by the principal and superintendent. The principal and superintendent shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall not be denied credit for a class(es) that semester based on excessive absences. Absences due to out-of-school suspension shall be deemed to be temporarily excused, but a student shall not be denied credit for a class(es) solely because of out-of-school suspension.

A student will be allowed to leave school only in accordance with the school's checkout procedures.

JBD(A) - ELEMENTARY AND MIDDLE SCHOOL ABSENCES AND EXCUSES

A student shall not be absent from school or from any class or from any other required school hours except for illness or other providential cause without written permission of the teacher, principal or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:

- a. Personally ill and when attendance in school would endanger their health or the health of others;
- b. A serious illness or death in their immediate family;
- c. Celebrating religious holidays;
- d. Conditions which render attendance impossible or hazardous to their health or safety.
- e. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students serving as pages of the Georgia General Assembly shall be counted as present by the school in which they are enrolled for the day missed from school for this purpose.

Students participating in 4-H activities or programs shall be counted as present by the school in which they are enrolled for the day missed from school for this purpose. Proof of a student's participation may be requested by the school principal or the principal's designee.

For the purpose of this policy, the Chattooga County Board of Education defines the term "immediate family" to include the following individuals: a student's father, mother, grandparents, brother, sister or relative living in the same household.

Students shall be permitted to make-up work when absences are excused, provided all missed work is satisfactorily completed within three (3) days of the student's return to school. Principals may waive the three (3) day requirement at semester's end, not to exceed 14 days.

Students may also be excused in the event of a pre-arranged absence approved by the school principal or his or her designee at least ten (10) days in advance of the absence. Pre-arranged absences will not be approved during the exam schedule at the end of every grading period. Examples of pre-arranged absences include educational trips as determined by the school principal or his or her designee. In order for educational trips to be approved as pre-arranged absences, the student must complete and turn in a trip related project by the due date set by the administrator approving the absence.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. The excuse must also include the telephone number where the parent can be reached during the day. All excuses shall be dated and brought to the homeroom teacher within three (3) days after the student's absence. After three (3) absences excused by the parent, per semester (August to December and January to June), medical or other appropriate documentation in support of each and every further absence which

the student claims is excused will be required. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused.

All out-of-school suspensions shall be temporarily excused. However, a student under suspension will be allowed to make-up work, but will not be allowed to receive full credit. For each graded assignment, the numerical grade earned by the suspended student shall be recorded after make-up, but in no case shall the grade be given higher than 70. If the work is not made up by the student in the time specified by the teacher, a zero shall be recorded for assignments that were to be graded.

If a student in K-8 has five (5) or more unexcused absences, the matter may be pursued in either Juvenile Court or Magistrate/State Court. The principal and Superintendent shall determine whether there exists conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. Absences due to out-of-school suspension shall be deemed to be temporarily excused, but a student shall not be pursued in court solely because of out-of-school suspension.

A student will be allowed to leave school only in accordance with the school's checkout procedures.

Uniform Withdrawal Criteria

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
 - a. Has missed more than 10 consecutive days of unexcused absences;
 - b. Is not subject to compulsory school attendance; and
 - c. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
 - d. 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.
2. Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or 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.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written statement of attendance requirements. The parent, guardian, or other person having control or charge of such student will sign a statement indicating receipt of such written statement. In addition, students age ten or older by September 1 must sign a statement indicating receipt of such written statement. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first class mail, to such parent, guardian, or other person who has control or charge of a child or children. Schools will retain signed copies of statements through the end of the school year; and
2. The school system will notify the parent, guardian or other person or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of

five unexcused days of absence without response, the school system shall send a notice to such parent, guardian or other person by certified mail, return receipt requested, or first class mail.

3. The School System will use its best efforts including first class mail to notify a student 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.
 4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.
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