



GSCS Regulation JCDA-R(2): Student Code of Conduct

Original Adopted Date: 08/27/2009

Last Revised Date: 04/19/2021 | Last Reviewed Date: 04/19/2021

GSCS Guidelines for the Student Attendance/Truancy Administrative Procedure are as Follows:

1. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of a written statement (Exhibit) of possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance Statute. (O.C.G.A. § 20-2-690)
2. Students who are age ten years or older by September 1, shall sign a statement indicating receipt of a written statement of possible consequences and penalties for failing to comply with Georgia Compulsory Attendance Statute. (O.C.G.A. § 20-2-690) After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance if it sends a copy of the statement, via first class mail, to such parent, guardian, or other person who has control or charge of the child, or children. Certified mail, return receipt requested, still must be used to notify parents prior to any action to begin judicial proceedings for violations of the compulsory attendance law. The school principal shall retain signed copies of statements through the end of the school year.
3. After Five Unexcused Absences: Documentation will be sent from a school administrator/designee to the parent/guardian regarding the number of days absent and the consequences of excessive absences. After two reasonable attempts to notify the parent or 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 first class mail. The parents, guardian, or other person who has control or charge of a child having five unexcused days of absence, shall be given a written summary of possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance Statute. (O.C.G.A. § 20-2-690).
4. After Seven Unexcused Absences: A copy of this documentation shall be sent to the School Social Worker. A referral shall be made to the School Social Worker using the social work form. An administrator must sign the form and all relevant correspondence and documentation must be attached. The Social Worker shall involve appropriate agencies and services such as mental health, social service agencies, school nurse, student, and parent groups as required. Notification, via first-class mail, shall be sent to a student 14 years of age or older who has only three absences remaining prior to missing ten school days of unexcused absences notifying the student that this would result in the revocation or suspension of a learner's permit or driver's license.
5. After Ten Unexcused Absences: If previous interventions have been unsuccessful, a referral should be made to the Attendance Task Force. In accordance with O.C.G. A. § 15-11-67, a possible consequence for students shall include possible dispositions for unruly children in Juvenile Court and/or possible denial or suspension of a driver's license. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, et seq., "Any parent, guardian, or other person residing in the state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$200 and not greater

than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. 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. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. 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, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year."

6. Tardies or Early Dismissals:

A. At 5 unexcused tardies or early dismissals, or any combination totaling 5 tardies and/or early dismissals, the principal or his/her designee will send a copy of the Compulsory School Attendance Law Principal's Letter to the parent(s) and refer the child and parent(s) to the school counselor.

B. Upon the 10th unexcused tardy, early dismissal, or any combination totaling 10 tardies and early dismissals, a referral is made to the School Social Worker, who will, if necessary, refer the student and parent(s) to the Griffin-Spalding County Attendance Task Force Committee.



Georgia Department of Education

Student Attendance Protocol

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. Every day at school is important and that no student should be absent except for extraordinary reasons.

In accordance with Georgia Board of Education Rule 160-5-1.10, students may be **temporarily** excused from school who are:

- 1). Personally ill and whose attendance in school would endanger their health or the health of others;
- 2). In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school;
- 3). On special and recognized religious holidays observed by their faith;
- 4). Serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
- 5). Registering to vote or voting for a period not to exceed one day;
- 6). When conditions render school attendance impossible or hazardous to the student's health or safety; or
- 7). Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces and court orders.

Any absences, which are not permitted under the Compulsory School Attendance Law and by policies and regulations of the school system Board of Education will be considered unlawful (unexcused).

As of July 1, 2004, Georgia's Compulsory School Attendance Law 20-2-690.1 became much stricter in regard to truancy. **The new law states that more than five (5) unexcused absences constitute truancy. The law also states that possible consequences for parent(s)/guardian(s) of student's whose unexcused absences exceed five (5) days may be:**

- **At least a \$25 and not more than a \$100 fine;**
- **Up to 30 days of jail time;**
- **Community service; or**
- **Any combination of these penalties**

Beginning the 2004-05 school year, the school will make a reasonable attempt to contact the family each day a student is absent.

The school will accept excuses from parents/guardians for five (5) total days of absence **each semester** and will use the Georgia Board of Education Rules above to determine whether the absence is excused or unexcused.

A parent can write an excuse for five (5) total days **each semester**, but after five (5) total days **each semester**, a medical excuse will be required from a doctor or other qualified medical practitioner.

At three (3) unexcused absences, the school will mail a notice to the family, requesting that a family member schedule a meeting with school staff to resolve the absence status of the student.

If the student reaches five (5) unexcused absences, the family will receive a hand-delivered or certified letter with official notification that any further unexcused absences will result in charges being filed as required by state law and local protocols. The letter may be delivered as described below.

Truancy Intervention meetings should be held with parents and students when they reach the 5th unexcused absence. The meeting will be for the purpose of intervening and helping the parents find solutions to the problem of truancy in their family.

Certain **unexcused educational absences** may be permitted without the make-up work penalty, provided arrangements are made with the local school administration prior to the absence.

Family vacations are not excused absences in accordance with state of Georgia Board of Education rules.

If the student accumulates **three unexcused tardies to school, three unexcused check-outs, or any combination of the two, this will constitute one unexcused absence** for truancy purposes only. ***Unexcused tardies and check outs can be defined as convenience tardies or check-outs.***

If a student wishes to obtain an employment certificate (**worker's permit**), the student must obtain a letter from the school principal indicating that he/she is enrolled in school full-time and has an attendance record in good standing for the academic year.

If a driver is younger than 18 years of age, a **driver's permit or license** can only be received if the student is enrolled in and not under suspension from school and has satisfied relevant attendance requirements for a period of one academic year prior to his/her application.

If a student has more than ten school days of unexcused absences (cumulative) in any semester, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles (DMV) and the student's license will be revoked by the DMV.

If a student under 18 drops out of school without graduating and has remained out of school for ten consecutive days, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles and the student's license will be revoked by the DMV.

Definitions

Truancy	More than 5 unexcused absences from school without a valid written excuse.
Tardy-to-class	Arrival at a classroom after the tardy bell at his/her school.
Tardy-to-school	Arrival to homeroom in the morning after the tardy bell.
Early-check-out	Signing of a student out of school before the end of the school day by a parent or designated individual.
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.

Court Procedures

- A. The following procedures will apply when the limit of unexcused absences has been exceeded.
 1. A warrant will be taken through the Magistrate Court against the parent or legal guardian.
 2. Parents have a right to bring a lawyer.
 3. Requirements can be set by the Magistrate Judge.
 4. **The following penalties may be assessed:**
 - a. **At least a \$25 and not more than a \$100 fine;**
 - b. **Up to 30 days of jail time;**
 - c. **Community service;**
 - d. **Any combination of these penalties;**
- B. Students who are 13-15 years of age who have exceeded the allowable number of absences will have juvenile charges filed against them through the Department of Juvenile Justice.
- C. Parents of students who are 13-15 years of age who allow their child/children to exceed the allowable number of absences will also have a warrant filed against them through the magistrate court.