

Attendance Policy 2023-2024

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, State Board of Education rule S.B.O.E 160 5-1.10 and local Board of Education school attendance policy. All students aged 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 2 reasonable attempts to notify the parent/guardian who has charge of a child of 5 unexcused absences without response, the school shall send a notice to the parent/guardian by certified mail. The Code further mandates that parents sign the statement in the back of this handbook stating they have received notification of possible consequences and penalties for failing to comply with the compulsory attendance law. Further, students in grades 6-12 must sign the same statement.

Seminole 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.

Seminole County Middle/High School has adopted the following procedures to handle attendance:

- Upon enrollment Parents/Guardians receive State Compulsory Law and County Attendance Policy
- 1 - 4 unexcused absences Parent & student contact made by principal designee(s)
- 5 unexcused absences (per course) Parent contact via letter
- 5 unexcused absences (full day) Parent contact via letter
- 7 unexcused absences (per course) May result in no credit for that course
- 7 unexcused absences (full day) Attendance Support Team meets and creates an attendance contract; Department of Motor Vehicle possible report
- Violation of attendance contract Referral to Department of Juvenile Justice; complaint filed with the court
- 10 unexcused absences Report sent to DDS for students age 14 and older

B. Absences by Students from School

In accordance with Georgia State Law, excuses will be given for the following reasons:

1. Illness of the student.
2. Serious illness in the immediate family – father, mother, sister, brother, husband, wife, child, or relative residing permanently and continuously in the student’s home.
3. Death of an immediate family member.
4. Special and recognized religious holidays observed by the student’s faith.
5. Absences mandated by order of governmental agencies, e.g., court order.
6. When attendance is prevented due to conditions rendering school attendance impossible or hazardous to the student’s health or safety.
7. A student who has or reaches the age of 18 before the general election and is absent to register to vote.
8. Absences regarding family members who are part of a military deployment.
9. Students working at polling places on Election Day.

*All other absences are unexcused.

When a student is absent from school, an excuse must be submitted within three school days of the student’s return to school. Parents may send a written excuse for the student’s absence; however, after the student accumulates **SEVEN** absences with parent notes, the parent must provide appropriate documentation to validate additional absences (i.e., Doctor’s note, subpoena for court, etc.) After a **MAXIMUM OF SEVEN** parent notes have been submitted in a school year, all additional absences will be considered unexcused unless the appropriate documentation is presented to the school. The Attendance Report Team, made up of the Guidance Counselor, an Administrator, the system Social Worker, and a teacher will meet with a student and his/her parent/guardian to sign an Attendance Contract after the 7th unexcused absence.

After returning to school, all arrangements to make up work must be completed within three (5) school days. The time frame for completing make-up work will be determined by the teacher.