



Where success is the only option!

GCPS Attendance Policies and Procedures

En Español: [Manual para padres y estudiantes Escuela Secundaria Superior/Preparatoria](#)

(Políticas y Procedimientos de Asistencia GCPS: Para ver esta información en español, por favor haga clic aquí para dirigirse al Manual para Estudiantes y Padres con respecto a la política de asistencia, páginas 5-8.)

Statement of Policy

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents and students. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

Definitions:

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

Compulsory Attendance - Official Code of Georgia (O.C.G.A.) 20-2-690.1(a): Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

Tardy - Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

Early Checkout - When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in local school handbooks.

Excused Absences - State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others.

- (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. 2. A serious illness or death in the student's immediate family necessitating absence from school.
 - (i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
 3. 3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
 4. 4. Observing religious holidays, necessitating absence from school.
 5. 5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
 6. 6. Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
 7. 7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.

Procedures

Parents or guardians are encouraged to call the school on the day of the student absence to indicate the reason for the absence. Parents or guardians also should send a signed, written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number. If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence. If a student has 5 unexcused absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and possible consequences. After two reasonable attempts to contact the parent or guardian of the student's 5 unexcused absences without response, the school shall send a written notice via certified mail with return receipt requested. For students age 14 and over, the school also will notify the student and parent when the student is within 3 unexcused absences of having a report filed with the Georgia Department of Motor Vehicles which may result in the loss or denial of a learner's permit or driver's license.

To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

Possible consequences and interventions for unexcused absences, tardies, or excessive early checkouts may include, but are not limited to, the following:

- Morning Detention
- Afternoon Detention
- Saturday School
- Revocation of School Transfer
- Community Service
- Counseling Group Participation
- Isolated Lunch
- Student/Parent Conferences

In-school Suspension
Out-of-school Suspension
Referral to School Social Worker
Referral to Juvenile Court
Referral to Social Service Agencies
Referral to a Disciplinary Panel

Student check-in and check-out procedures are determined at the local school level.

Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be included in the average daily attendance account. At the elementary and middle school levels, students must attend school for at least the equivalent of half the school day in order to be counted for the whole day. This does not have to be continuous time.

When there is cause necessitating students to be released from school, they may only be released to their parent(s), to a person properly identified to school authorities or upon request by letter or telephone call from the parents.

New State Attendance Law

Any parent, guardian, or other person residing in this 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 \$25.00 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."

[Click here to view the GCPS Attendance Policy and Procedures](#)