

*This is an abridged version of Fulton County Policy. For an in depth explanation and further information please see policy and procedures at [www.Fultonschools.org](http://www.Fultonschools.org) and [www.crabapplecrossing.org](http://www.crabapplecrossing.org)*

## **ABSENCES & ATTENDANCE**

### **(EXCUSED Absences)**

**Within 3 days of the last day of the absence, a written excuse (email preferred) from parent/legal guardian or doctor is required upon returning to school.**

Please see District Policy O.C.G.A., 20-2-692, 20-2-693, 20-2-694 for more detailed information.

#### **Excuses can be submitted by:**

Email to teacher **and** data clerk      Handwritten note      Fax      **\*\*Doctor's note**

**\*\*Please provide a doctor's note for each doctor's visit**

**\*\* If a student has been diagnosed with a communicable disease (ex. strep, chicken pox, etc.), and a doctor's visit has occurred, please request a doctor's note with the diagnosis noted. This helps the county keep track of illness trends.**

**\*\*Students accumulating 10 or more "parent" excused absences may be required to provide physician documentation for the remainder of the school year.**

#### **Excused Absences are:**

1. Personal illness of the student.
2. Attendance would be detrimental to the health others.
3. Serious illness or death in the student's immediate family.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays.
6. **Pre-approved absences by the principal** are a maximum of 6 days for students in good standing in regards to attendance. Classwork cannot be distributed in advance.

#### Pre-approval process:

1. Email or written communication to the principal.
2. Request must state the number of days to be approved, dates of absence, and reason.
3. Submitted 2 school days in advance of absence.

The **pre-approved reasons** are as follows:

- scholarship interviews/college visitations
- travel opportunity with educational benefits
- graduation or wedding of an immediate family member
- specialized educational experience
- school days missed as a result of an out-of-school suspension

- circumstances that are mutually agreeable to the parent and principal
- up to 5 days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas

**(EXTENDED Absences)**

**If a student is absent for 10 or more “consecutive” school days, the student WILL BE WITHDRAWN and need to be re-enrolled upon returning.**

There will be no guarantee that student will be placed with the same teachers when returning. If withdrawn before the end of the marking period, student will be issued withdrawal grades and not an official report card. Re-enrollment will require resubmission of all paperwork, as required by new enrollees.

**(UNEXCUSED Absences)**

An absence, for any reason other than those listed as excused, will be an unexcused absence.

**Please plan vacations, trips, doctor and dental appointments when they do not interfere with school.**

Excessive absences will be referred to administration. If a student is absent 3 consecutive days and the school cannot get information as to why, **a referral will be made to the Social Worker.** Below is the unexcused absence policy at Crabapple Crossing Elementary:

<b><u>3 consecutive absences</u></b>	Classroom teacher contact via phone
<b><u>3 unexcused absences</u></b>	Administrative contact made via letter
<b><u>5 unexcused absences</u></b>	Administrative contact made via mail / Social Worker notified

Notify the clinic if your child has a contagious disease and/or an extended illness. A physician's statement shall be presented for all absences that are due to communicable diseases or under other conditions deemed necessary by the administration. Any student that is classified as absent for the school day is not permitted to participate at any after school or related extracurricular function.

Below is the Fulton County Board of Education Attendance Protocol:

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

**(ATTENDANCE)**

Daily attendance is a must for students to perform well in school. Attendance awards will be given at the end of the school year for perfect attendance, which consists of zero absences, zero early dismissals and zero tardies.

**Student school hours are 7:40 a.m. to 2:20 p.m.** Staff supervision begins at 7:10 a.m. Students should not arrive prior to this time.

**Students who arrive after 11:00 a.m. or leave before 11:00 a.m. are considered absent for the day.**

**TRUANCY:** Any child, who during the school calendar year, has more than 5 days of unexcused absences is considered truant.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Board Policy JD, Student Discipline, outlines consequence for failure to comply with this law. The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this Protocol can be found on the district website. No later than September 1 of each year, the district will submit student attendance rates from the proceeding school year to the Attendance Protocol Committee established by O.C.G.A. 20-2-690.2 and to the State Board of Education.

### **TARDIES**

**School begins at 7:40 a.m. and ends at 2:20 p.m.**  
**Students are to be IN THE CLASSROOM BY 7:40 a.m. or are considered tardy.**

It is the responsibility of the parent to see that the student arrives on time. Oversleeping, car trouble, car pool lines, heavy traffic, weather conditions, etc. are not legitimate excuses for tardiness. When your student arrives late to school (after 7:40 a.m.), you must park your car and accompany your child into the building, sign-in at the front office, and get a tardy slip from the secretary.

**Students who ride the bus to school are not considered tardy even if their bus arrives after 7:40 a.m.**

#### **Fulton County tardy policy is as follows:**

<b><u>5<sup>th</sup> Tardy</u></b>	"Warning" letter sent home with student
<b><u>8<sup>th</sup> Tardy</u></b>	Tardy letter sent home with student
<b><u>12<sup>th</sup> Tardy</u></b>	Tardy letter sent home via USPS Tardy referral sent to School Social Worker
<b><u>20<sup>th</sup> Tardy</u></b>	Administrative contact to parent/guardian

Attendance contract required

Follow-up by School Social Worker