



Board Policies

Policy Level: 3

Classification: 12

Descriptor Code: JBD

Descriptor Term: ABSENCES AND EXCUSES, CHECK OUTS AND TARDIES

Effective Date: 4/11/2014

Description: A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student or employee 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. personal illness and when attendance in school would endanger their health or the health of others;
- b. serious illness or death in their immediate family which necessitates absence from school;
- c. mandated order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by court order;
- d. celebration of religious holidays;
- e. conditions which render attendance impossible or hazardous to their health or safety; and
- f. voter registration or voting, for a period not to exceed one day.
- g. prior permission of principal and consent of parent or legal guardian. (It is the responsibility of the student to secure and make up all work for this type of absence, not the teacher.)

For perfect attendance purposes, students serving as pages of the Georgia General Assembly shall be counted present on the days missed for this purpose. In addition, students who are present for at least one-half of the instructional day shall be counted present.

Excuses for absences shall be furnished in writing to the school within three school days of return to school and shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. The principal has the authority to require additional proof of the legitimacy of the excuse. For example, the principal may require a doctor's statement justifying the absence of the student, and may require proof that the child's condition rendered the child incapable of attending school. Absences due to out of school suspension shall be unexcused. Medical excuses will be accepted when provided. Students are expected to complete necessary work missed in order to meet standards for the course.

A student who has excessive tardies to school and/or to class shall receive disciplinary action according to the Student Code of Conduct.

The principal has the authority to require additional proof of the legitimacy of excessive requests for early checkouts.

Students with excessive tardies and/or early checkouts may be referred to the school social worker for educational neglect.