

# MOUNTAIN VIEW HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES

## 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.

## ABSENCES TO MOUNTAIN VIEW HIGH SCHOOL

- **If a student forgets his/her excuse, he/she has TWO days to present it or it may be considered unexcused. Work may not be made up for unexcused absences. After 10 absences, a doctor's note could be required for students to be allowed to make up work missed due to an absence.**

## STATE ATTENDANCE GUIDELINES

- In accordance with state attendance guidelines, parents/guardians must send a **signed**, written note or a doctor's note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), Student ID, and a daytime phone number. These notes should be taken to the attendance office within two (2) days of the student(s) return to school. If the student fails to bring a note, the absence will be regarded as an **unexcused explanation** for the absence. If a student has five (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 (2) reasonable attempts to contact the parent/guardian of the student's five (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.
- State law calls for the suspension of a student's driver's license or permit for one (1) full year or until the student reaches the age of 18. If a student:
  - Drops out of school and has remained out of school for ten (10) consecutive days.
  - Has ten (10) or more unexcused absences from school during the current academic year or ten (10) or more school days or unexcused absences in the previous year.
  - Has been found in violation by a hearing officer, discipline panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his/her right to a hearing and pled guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or school employee, possessing or selling a alcohol or drugs on school property or at

a school-sponsored event, possessing or using a weapon on school property or at a school-sponsored event, committing any sexual offense, or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

### **COMMUNICATION**

- To facilitate prompt, appropriate communication between the home, 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.

### **CONSEQUENCES**

- Possible consequences and interventions for unexcused absences, tardies or excessive early checkouts may include, but are not limited to, the following:
  - Detention
  - Saturday School
  - Revocation of School Transfer
  - Community Service
  - Counseling Group Participation
  - Loss of driver's license/learner's permit
  - Loss of Parking Permit
  - 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 Disciplinary Panel
  - Student Attendance Review Committee Meeting
  - Attendance Contracts

### **CERTIFICATE OF ATTENDANCE AND ALCOHOL DRUG AWARENESS PROGRAM (ADAP) VERIFICATION**

- Students may request their certificate of attendance and ADAP verification before school, after school and during their assigned lunch time. There is a two (2) day turn around for this information. The cost for the certificate of attendance is \$3.00. There is no charge for the ADAP verification.

## PREARRANGED ABSENCES

- (Always Unexcused) **Policy** - If parents find it necessary for students to miss school due to an out of town trip (**limit 5 days per year**), absences must be signed by the Assistant Principal over the Attendance Office. If approved, the student may make up missed work. If a student has more than 5 days of pre-arranged absences, the teachers are not required to allow students to make up the work.
- **Procedures**
  - Obtain a prearranged absence form from the Attendance Office three (3) or more days prior to the absence.
  - Fill out the form and obtain a parent/guardian's signature.
  - Have the Assistant Principal over the Attendance Office sign/review the request.
  - Have **all** teachers sign the form.
  - Return the form to the attendance office.

## TARDIES

- All students are expected to be in school and classes on time **before the tardy bell rings**.
- **When tardy to school (after 7:20 am)**
  - Report directly to the Attendance Office window.
  - Bring a note signed by a parent/guardian stating the reason for the late arrival. Include a phone number of the **parent/guardian for verification. After six (6) excused tardies to school, student(s) must bring a doctor's note or the tardies will be unexcused.** For any forgotten note, he/she will have **ONE** day to bring it in.
  - Appropriate consequences will be given for any unexcused tardies.
  - Attendance personnel will classify the tardy as excused or unexcused and issue a pass to class.

## UNEXCUSED TARDIES

- 1<sup>st</sup> and 2<sup>nd</sup> tardy- Warning from the teacher
- 3<sup>rd</sup> tardy- Warning and teacher contacts the parent
- 4<sup>th</sup> tardy- Referral: 1 hour administrative detention
- 5<sup>th</sup> tardy- Referral: 2 hour administrative detention
- 6<sup>th</sup> tardy- Referral: Saturday School
- 7<sup>th</sup> and any additional tardy- Referral: Consequence to be determined by an administrator.

## EARLY DISMISSAL- PROCEDURES

- **If this is a planned check out:**
  - Students should present the Attendance Office with a note from their parent/guardian requesting permission to check out. The note should include a **phone number** for verification and is to be done **before first period**.
  - A check out slip will be given to the student indicating the time of day that they need to report to the Attendance Office for check out. All students must come by the Attendance Office before leaving campus.
  - If the parent has NOT been contacted for verification, the parent is to come inside to check out the student.

- If the parent WAS contacted for verification, the attendance personnel will sign the student out and he/she will be instructed to meet the parent at a designated area or drive.
- No check outs can be done over the phone or by email, and students can NOT be called from class until the parent arrives.
- **For an emergency/illness and other check outs**
  - The student should obtain a pass from his/her teacher to go to the clinic to call his/her parent/guardian.
  - The parent/guardian will be contacted for permission.
  - The student will be given permission to check out and the attendance personnel will issue him/her a check out pass.
- Picture identification is required for all check outs.
- Only those indicated on the clinic card may check out students.
- Students must officially sign out at the attendance office.
- If students do not have a clinic card on file, their parent must come to the school to check them out.
- No students may be checked out after 1:50 pm.
- **Excessive Early Dismissals**
  - After a student has accumulated six (6) check outs per semester, a doctor's note is required or the check out will be unexcused. A student who checks out more than seven (7) times per semester will fall under the guidelines as stated in the section of Absences to Mountain View High School.

### **EMANCIPATED STUDENTS**

- Emancipated students are allowed to check themselves in or out if court papers are on file. All other guidelines for attendance will be followed accordingly.

### **SCHOOL FUNCTION ABSENCES - POLICY**

- If a student is absent from any class due to a school function, he/she is responsible for any missed work.

### **SCHOOL FUNCTION ABSENCES - PROCEDURES**

- Get the appropriate teacher signature on the Activity Form.
- Contact the teacher for make-up work and turn it in based on the school make-up policy.

### **EXTRACURRICULAR EVENTS - POLICY**

- A student must be present for half the school day to participate in an extracurricular event after school or that evening. This includes practices, productions, athletic events, etc. In order to participate in an event that is held on the weekend, a student must be present for half the day on Friday prior to the weekend. This includes prom, dances, games, plays, etc.
- Extenuating circumstances are subject to administrative review.

### **TRUANCY (AWOL) - POLICY**

- Students who leave campus without checking out or who are absent without their parent's knowledge will be considered truant. Students who skip part of a class, classes, or whose parents allow them to miss school for invalid reasons will also be considered truant. The administrator will handle truancy with consequences ranging from detention to disciplinary panel.
- **Truant** – Any child subject to compulsory attendance who during the school calendar year has more than five (5) 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 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 to school or class after a school bell, chime or buzzer has sounded.
- **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 7:20 am to 2:10 pm.

## **EXCUSED ABSENCES**

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

- 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.
- 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.