

## BOARD PROCEDURE

Descriptive Code: JBD

### ABSENCES AND EXCUSES

Date: June 28, 2006

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Student absences from school may be excused for one of the following reasons, as indicated in the Columbia County Board of Education Policy JBD.

#### Excused Absences

1. Personal illness
2. Serious illness or death of an immediate family (immediate family includes parents/legal guardians grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Registration to vote (limited to one day)
6. Emergencies which reasonably necessitate absences from school
7. Special events which reasonably necessitate absences from school as listed below:
  - Post-secondary education visits to colleges or universities beyond 50 miles
  - Chamber of Commerce Youth Leadership events
  - Participation in events or programs sponsored by national organizations, colleges, or universities
  - Any other special event recommended **and approved** by the school principal.
8. Service as Page in the General Assembly of the State of Georgia (Students serving in this capacity must gain school approval at least one week in advance of the absences)
9. **Days missed from school to visit with a parent or legal guardian prior to his or her deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.**

Permission to be excused for an absence due to a special event listed above must be submitted in writing to and approved by the school's administration prior to the student's absence. Requests to be absent for special events not listed above require written notification to and approval by the **school's principal** prior to the absence. See Attachment 5. **Appeals may be made to the office of the assistant superintendent of student support.**

A health care plan should be developed for any student with an acute health condition that may cause excessive absences during a school year. This plan, developed by the school nurse in concert with the student's parent and attending physician, will assist in the excusing of absences due to illness.

Upon a student's 2<sup>nd</sup> unexcused or 5<sup>th</sup> excused absence in a semester for illness as verified by a parent note, the school will notify the student's parent/guardian in writing of the consequences and penalties associated with school absences in accordance with Policy JBD. All absences beyond the fifth excused absence for medical reasons require an original medical excuse signed by a health care professional.

Upon a student's 3<sup>rd</sup> unexcused or 7<sup>th</sup> absence from school in a semester without appropriate documentation, students under the age of 16 will be reported to the appropriate legal authority for investigation and possible referral to the legal authority having jurisdiction over such matters.

For any student under the age of 16, upon the 10<sup>th</sup> absence in a semester, the school shall review the student's attendance record. Referral may be made to the appropriate legal authority for further investigation.

For any student 14 years of age or older, upon the student's 7<sup>th</sup> unexcused absence from school, the school will give notification in writing to the student and parent or guardian that the student is in

jeopardy of violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of a driver's permit or license.

For any student 14 years of age or older, upon the student's 10<sup>th</sup> unexcused absence, a Certificate of Non-Compliance will be sent to the Department of Motor Vehicle Safety. Likewise, if a student 14 years of age or older withdraws from school and has remained out of school for ten consecutive school days, a Certificate of Non-Compliance will be sent to the Department of Motor Vehicle Safety.

By September 1 or within 30 days of a student's enrollment, the Acknowledgement Form of the Columbia County School System Student Code of Conduct must be signed by the student and parent and on file with the school.

**ADOPTED: 01/12/88**

**REVISED: 07/11/89, 05/01/91, 12/18/96, 7/14/98, 9/12/00, 8/13/03, 8/25/03, 10/9/03, 07/27/04, 07/26/05, 12/12/05**

**Columbia County Board of Education**

JBD Attachment 1

(ATTENDANCE LETTER FOR ELEMENTARY SCHOOLS – ON SCHOOL LETTERHEAD)

Date:

Dear Parent or Legal Guardian of \_\_\_\_\_ :

According to our records:

Your child has been absent from school for a total of two unexcused days this semester. Please be advised that, according to Columbia County Board of Education Policy JBD-Absences and Excuses, upon a third unexcused absence your child may be considered truant, and a referral will be made to the appropriate legal authority having jurisdiction over such matters.

Your child has been absent from school for a total of five days this semester with written parent notes for medical reasons. Please be advised that any additional absences during the remainder of this semester that are to be counted as excused for medical reasons will require an original medical excuse signed by a health care professional.

Your child has been absent from school for a total of SELECT ONE days this semester without required documentation. Therefore, according to CCBOE Policy JBD-Absences and Excuses, your child may be considered truant, and a referral is being made to the appropriate legal authority having jurisdiction over such matters.

Other:

If you have any questions or concerns regarding your child's absences, please contact the school at your convenience.

Sincerely,

(Principal Signature)

[Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A. 20-2-690.1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not more 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.]

Revised December, 2005

JBD Attachment 2

(ATTENDANCE LETTER FOR MIDDLE SCHOOLS – ON SCHOOL LETTERHEAD)

Date:

Dear Parent or Legal Guardian of \_\_\_\_\_ :

According to our records:

Your child has been absent from school for a total of two unexcused days this semester. Please be advised that, according to Columbia County Board of Education Policy JBD-Absences and Excuses, upon a third unexcused absence your child may be considered truant, and a referral will be made to the appropriate legal authority having jurisdiction over such matters.

Your child has been absent from school for a total of five days this semester with written parent notes for medical reasons. Please be advised that any additional absences during the remainder of this semester that are to be counted as excused for medical reasons will require an original medical excuse signed by a health care professional.

Your child has been absent from school for a total of SELECT ONE days this semester without required documentation. Therefore, according to CCBOE Policy JBD-Absences and Excuses, your child may be considered truant, and a referral is being made to the appropriate legal authority having jurisdiction over such matters.

Other:

If you have any questions or concerns regarding your child's absences, please contact the school at your convenience.

Sincerely,

(Principal Signature)

[Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A. 20-2-690.1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not more 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.]

Revised December, 2005

JBD Attachment 3

(ATTENDANCE LETTER FOR HIGH SCHOOLS – ON SCHOOL LETTERHEAD)

Date:

Dear Parent or Legal Guardian of \_\_\_\_\_ :

According to our records:

Your child has been absent from school for a total of two unexcused days this semester. According to Columbia County Board of Education Policy JBD-Absences and Excuses, upon a third unexcused absence from school students under the age of 16 are considered truant, and a referral will be made to the appropriate legal authority having jurisdiction over such matters. Please be advised that additional unexcused absences may result in the loss of your child's parking privilege.

Your child has been absent from school for a total of five days this semester with written parent notes for medical reasons. Please be advised that any future absences during the remainder of this semester that are to be counted as excused for medical reasons will require an original medical excuse signed by a health care professional. Additional absences without proper documentation will result in the loss of your child's parking privilege.

Your child has accumulated excessive absences in one or more classes this semester. After a review of the documents regarding these absences, your child's parking privilege has been revoked. You may contact the school to request a review for reinstatement of parking privileges after 30 school days. The parking privilege may be reinstated if there has been improvement in your child's attendance and if a parking space is available.

Your child has been absent from school for a total of Select One days this semester without required documentation. Therefore, according to CCBOE Policy JBD-Absences and Excuses, your child may be considered truant, and a referral is being made to the appropriate legal authority having jurisdiction over such matters.

Your child has been absent from school or a class for a total of seven unexcused absences this semester. If your child is 14 years of age or older, he or she has only three absences remaining prior to accumulating ten unexcused absences. This could result in the revocation or suspension of your child's Learner's Permit or Driver's License.

Your child has been absent from school ten or more unexcused days this semester; therefore, a Certificate of Non-compliance is being issued as described in the Teenage and Adult Responsibility Act as referenced on page 30 of the 2005-06 Columbia County Board of Education Code of Conduct.

Other:

Please note that documentation must be provided within two days of a student's return to school for an absence to be excused. If you have any questions or concerns regarding this letter, please contact the school at your convenience.

Sincerely,

(Principal Signature)

[Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A. 20-2-690.1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not more 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.]

**JBD Attachment 4**

**COLUMBIA COUNTY SCHOOL SYSTEM  
ABSENTEE REFERRAL FORM**

**Date of Report by CCSS:**

Employee:	School:
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Student's Name- LAST:		FIRST:	MIDDLE:
DOB:	Race: Select One	Sex: Select One	Age:
Grade:	Social Security Number:		

Name of Parent or Guardian:
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Home Address:
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Telephone Numbers: Home-	Work-
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Relationship to Student:
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Nature of Report:
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- Third Unexcused Absence
- Seventh Absence without Appropriate Documentation
- Tenth Absence from School
- Other:

Name of CCSS Employee Making Report:
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Position:
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Date School Official Contacted Appropriate Agency:
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**Agency Contacted:**

<input type="checkbox"/> Grovetown Police Department	<input type="checkbox"/> CC Sheriff's Office
Name of Person Contacted: <input type="checkbox"/> Captain Gary Owens <input type="checkbox"/> Sergeant Harold Clack	
Email Address: <input type="checkbox"/> captowens@bellsouth.net <input type="checkbox"/> hclack@columbiacountyso.org	
GTPD or CCSO Action:	Date:

Copy of Absentee Referral Form to be sent to school social worker after school official has made contact with appropriate agency.

Date Copy Sent to School Social Worker: \_\_\_\_\_ Date Received by SSW: \_\_\_\_\_

ABSENCE FOR SPECIAL EVENT  
REQUEST FORM

Date of Request:	School:	Grade:
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Student's Name:
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Student's Address:
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Special Event Requiring Absence:
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Date(s) of Absence:
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Documentation Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
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If Not, Give Reason:
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Date Received by Principal: <b>Action Taken:</b>
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Principal's signature:	Date:
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\_\_\_\_\_ HIGH SCHOOL  
STUDENT PARKING REGISTRATION

Permit Number \_\_\_\_\_

Any vehicle that will be driven on campus must be registered. If an unregistered vehicle is to be driven, a temporary permit must be obtained in advance. Permits are non-transferable and must be displayed while on campus.

Your Driver's License, Vehicle Registration, and Proof of Insurance are required at the time of registration. These items must be presented to purchase the permit.

(Please Print)

Last Name	First Name	Middle Initial	Grade
Date of Birth		Driver's License No.	
Vehicle Make	Model	Primary Color	
Vehicle Year	Tag Number/State		

Circle One:            Car    Truck    Motorcycle

\*\* In applying for and accepting the above listed parking permit, I do so knowing that this is a privilege and not a guaranteed right. I acknowledge this privilege may be revoked for, but not limited to, the following reasons...

- ✓ Reckless or unsafe driving
- ✓ Leaving campus without permission
- ✓ Poor Attendance ( Three Unexcused Absences per Policy JBD)
- ✓ Excessive tardies to homeroom/classroom (when ISS is assigned)
- ✓ Excessive disciplinary referrals (when ISS opportunities have been exhausted)
- ✓ Principal or Administrative Discretion

\*A student can ask to have parking privileges reviewed for re-instatement after 30 school days, if a parking space is available. If space is not available, the student will be placed at the top of the parking space waiting list.

I understand the policies for driving and parking on the school campus as outlined in the student handbook. I am also aware that vehicles parked on the school campus are subject to being searched for violations of school rules or state/local ordinances. The parking permit is assigned only to the above vehicles listed and may not be traded or given away to another student. If the permit is revoked by the administration or given up voluntarily, **NO MONEY WILL BE REFUNDED.** \_\_\_\_\_ High School is not responsible for any damages or thefts while the vehicle is parked on campus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification: It is the student's responsibility to provide a copy of insurance and drivers license at the time of purchasing a permit.

Driver's License #/Expiration \_\_\_\_\_ Insurance Co. \_\_\_\_\_  
(A COPY MUST BE RETAINED ON FILE AT SCHOOL)

Expiration Date: \_\_\_\_\_

Vehicle Registration \_\_\_\_\_ Policy # \_\_\_\_\_  
Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_

School Safety Officer