

Seminole County Elementary School has adopted the following procedures to handle attendance:

- Upon enrollment Parents/Guardians receive State Compulsory Law and County Attendance Policy
- 1-3 Unexcused absences parent and student contact made by teacher(s)
- 4 Unexcused absences parent & student contact made by principal designee(s)
- 5 Unexcused absences Parent contact via letter
- 6 Unexcused absences parent contact via home visit from school social worker
- 7 Unexcused absences Attendance Support Team meets and creates an attendance contract
- 8+ Unexcused absences which breaks attendance contract; parent contact via home visit from school resource officer with a recommendation for referral to law enforcement and complaint filed with the court system.
- •Further unexcused absences continued referral to law enforcement

## **B. Absences by Students from School**

In accordance with Georgia State Law, excuses will be given for the following reasons:

1. Illness of the student.
2. Serious illness in the immediate family – father, mother, sister, brother, husband, wife, child, or relative residing permanently and continuously in the student's home.
3. Death of an immediate family member.
4. Special and recognized religious holidays observed by the student's faith.
5. Absences mandated by order of governmental agencies, e.g., court order.
6. When attendance is prevented due to conditions rendering school attendance impossible or hazardous to the student's health or safety.
7. Absences regarding family members who are part of a military deployment.
8. Participation in activities or programs sponsored by 4-H.

### **All other absences are unexcused.**

When a student is absent from school, an excuse must be submitted within three school days of the student's return to school. Parents may send a written excuse for the student's absence; however, after the student accumulates SEVEN absences with parent notes, the parent must provide appropriate documentation to validate additional absences (i.e., Doctor's note, subpoena for court, etc.) After a MAXIMUM OF SEVEN parent notes have been submitted in a school year, all additional absences will be considered unexcused unless the appropriate documentation is presented to the school.

After returning to school, all arrangements to make up work must be completed within three (3) school days. The time frame for completing makeup work will be determined by the teacher.

## **C. Late Arrival/Early Checkout**

Upon late arrival to school, after 8:00 AM, students must use the Check-In system, receive an admittance slip to class, and report directly to class.

## **D. Tardy**

Students are expected to be on time for school each day. It is the parent's responsibility to ensure that students, who do not ride the bus, arrive at school at the appropriate time. Doctor and dental appointments will not count against the student if a note is provided at the time of arrival.