DISTRICT ADMINISTRATIVE RULE

JB-R   Student Attendance
8/22/19 ?/?/19

RATIONALE/OBJECTIVE:

In compliance with the requirement set forth in O.C.G.A. § 20-2-690.1, the parents/guardians, or other persons having charge of any child(ren) between their sixth and sixteenth birthdays are required by law to enroll and send such child(ren) to a public or private school or utilize a home study program. The State Board of Education’s Student Attendance Rule defines “Truant” as any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences. The District will comply with all applicable State authority, including law and State Board Rules, regarding student attendance.

RULE:

The Cobb County School District (District) requires that principals, teachers, and other designated personnel make and keep proper attendance records and administer disciplinary measures necessary to maintain regular student attendance.

- The District requires that principals, teachers and other designated personnel make and keep proper attendance records. It is important that local schools keep accurate data to reflect each student’s excused and unexcused absences. A copy of this documentation should remain on file in the school throughout the school year.

- Attendance should be taken in every class period for middle and high schools. Elementary schools shall take attendance daily.

- Local schools will provide to the parent/guardian or other person having control or charge of the student enrolled in the school, possible consequences and penalties for failing to comply with compulsory attendance.

- By September 1 of each school year or within 30 school days of a student’s enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system’s policy. The school will make two reasonable attempts to secure such signature or signatures and will be considered to be in compliance if it sends a copy of the statement, via certified mail, return receipt requested, or first class mail, to such parent, guardian, other person who has control or charge of a child, or children. The school will retain signed copies of statements through the end of the school year.

The following procedures shall be observed in regard to attendance of students:

A. Absences Considered Excused:

In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 the following are considered excused absences:

1. When personally ill and when attendance in school would endanger their health or the health of others.
2. When, in their immediate family, there is a serious illness or death which would reasonably
necessitate absence from school. Immediate family is defined as mother, father, siblings,
grandparents, step-parents or legal guardian.

3. Observing religious holidays, necessitating absence from school.

4. When mandated by order of governmental agencies (examples: pre-induction physical
examination for service in the armed forces or a court order).

5. Children may be excused from school attendance when prevented from such attendance
due to conditions rendering school attendance impossible or hazardous to their health or
safety.

6. Children who attend court proceedings relating to their foster care or who are serving as
Pages in the Georgia General Assembly shall be credited as present by the school for days
or class periods missed from school for this purpose. A student in foster care means a
student who is in a foster home or otherwise in the foster care system under the Division
of Family and Children Services of the Department of Human Services.

7. A student may be granted an excused absence not to exceed one day in order to
register to vote or to vote in a public election.

8. A student whose parent/guardian is in military service in the armed forces of the United
States or the National Guard, and such parent/guardian has been called to duty for, is on
leave from, or immediately returned from deployment to a combat zone or combat support
posting, shall be granted excused absences, up to a maximum of five (5) school days per
school year to visit with his/her parent/guardian relative to such leave or deployment of
the parent/guardian.

9. A student who is participating in an official District performing arts program
performance shall be granted an excused absence.

10. A student whose parent or legal guardian is currently serving or previously
served on active duty in the armed forces of the United States, in the Reserves of
the armed forces of the United States on extended active duty, or in the National
Guard on extended active duty may be granted excused absences, up to a
maximum of five school days per school year, not to exceed two school years, for
the day or days missed from school to attend military affairs sponsored events,
provided the student provides documentation prior to absence from a provider of
care at or sponsored by a medical facility of the United States Department of
Veterans Affairs; or an event sponsored by a corporation exempt from taxation
under Section 501(c)(19) of the Internal Revenue Code.

11. Students shall be counted as present who:
   a. Are a foster care student who attends court proceedings relating to their
      foster care for any day, portion of a day, or days missed from school. A
      student in foster care means a student who is in a foster home or otherwise in
      the foster care system under the Division of Family and Children Services of
      the Department of Human Services.
   b. Are serving as Pages in the Georgia General Assembly for days or class
      periods missed from school for this purpose; or
   c. Who successfully participate in the Student Teen Election Participant (STEP)
      program for the school days during which he or she serves in the STEP
      program. No student shall be permitted to be absent from school or
      participate in the STEP program for more than two school days per school
      year.

B. Excused and Unexcused Absences:

1. A letter written by a parent/guardian and/or licensed physician explaining the reasons for
absences must be presented to school authorities by all students. Failure to submit a note
within three school days after a student’s return from an absence will result in the absence
being marked as unexcused.
2. The principal may ask for additional medical or other documentation to verify that
absences are excused, particularly when more than three (3) absences have been
accumulated during the semester.
3. Students who become ill or injured while at school shall be dismissed from school only
after parents/guardians have been notified. Exceptions to this policy shall be made only in
cases of emergency.
4. A student shall be dismissed before the school day officially ends when a parent or
guardian sends a written request or speaks by telephone with the principal or principal's
designee, explaining the reason for early dismissal to the principal or appears in person
requesting the student's dismissal the school shall verify the identity of anyone requesting
early dismissal of a student from school.
5. Individual students who have emergencies necessitating their absence from school for a
portion of the school day must have been present for one-half of the instructional day in
order to be included in the average daily attendance count.
6. Students shall not leave the school grounds during school hours without permission from
the principal or principal's designee.
7. Principals or principal's designees may require verification of right of custody/identification
of anyone requesting early dismissal of a student.

C. Late Arrivals/Early Checkouts:
1. To be considered “in attendance” for a school day, a student must be present for at least
one-half of the school day, excluding the lunch period. Students leaving school before
meeting that requirement will be considered absent for the day.
2. A parent/legal guardian may be required to bring appropriate documentation showing the
necessity of an early checkout/late arrival.

D. Excessive Absences:
As required by Georgia law, the District will participate in a Student Attendance and School
Climate Committee, and will address excessive absences as discussed in the Student
Attendance Protocol (Form JB-5, incorporated by reference here), which contains procedures
to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of
O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing
the issue with parents and guardians.

The parental contacts discussed in the Attendance Protocol are the minimum to be utilized.
The District and/or local school administrators may initiate additional contacts with
parents/guardians if deemed appropriate to address the attendance issues of their respective
school communities. Likewise, local school administrators may confer and/or make a referral
to the School Social Worker at any time it is deemed appropriate.

E. Suspensions/Expulsions:
Absences due to out-of-school suspensions or expulsions shall not count as unexcused
absences for the purpose of determining student truancy and the ability to make up work.
However, these absences may be considered when determining attendance incentives criteria
and other decision in the school where poor behavior is considered. Parents of students who
are suspended or expelled will be notified pursuant to Administrative Rules JCEB-R (Student
Hearing Procedure) and JDD-R (Student Suspension).

F. Penalties:
Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, et seq., a
parent or legal guardian who fails to send his or her child to school may be charged with a
misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian
to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed
thirty (30) days, community service, or any combination of such penalties, if found guilty of
violating the Compulsory Attendance Statute. Each day’s absence after the child’s school
system notifies the parent, guardian, or other person who has control or charge of a child of
five unexcused days of absence for a child shall be considered a separate offense as related to
the penalty.

Page 3 of 4
Reclassified an Administrative Rule: 9/1/04
Revised: 1/27/05; 6/21/05; 7/1/06, 8/10/11, 10/10/12
Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JE)
Revised: 3/13/13; 8/22/19

Legal Reference

O.C.G.A. 20-2-690.2 Establishment of Student Attendance and school climate committee; membership; summary of penalties for failure to comply; review and policy recommendations; reporting
O.C.G.A. 20-2-691 Minimum Annual Attendance Required
O.C.G.A. 20-2-696 Duties of Visiting Teachers and Attendance Officers
O.C.G.A. 20-2-692.1 Excused absences for days missed to visit with parent or legal guardian in the military prior to deployment or while on leave; attendance at military affairs sponsored events
O.C.G.A. 20-2-692.2 Foster care student attending court proceedings related to that student's foster care to be credited as present at school
O.C.G.A. 21-2-92 Student Teen Election Participant (STEP) program
O.C.G.A. 20-17-2 Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-2-690.1 Mandatory education for children between 6 and 16
O.C.G.A. 20-2-692 General Assembly pages granted excused absences
O.C.G.A. 20-2-693 Exemptions
O.C.G.A. 20-2-694 Administration/enforcement of attendance reqts.
O.C.G.A. 20-2-695 Employing attendance officers in addition to visiting teachers
O.C.G.A. 20-2-697 Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-2-698 Assumption of temporary custody of truant children by peace officers
O.C.G.A. 20-2-701 Mandatory reporting of truants to juvenile or other courts
O.C.G.A. 40-5-22 Requirements for licensure; school attendance requirements
Rule 160-4-2-.31 Hospital/Homebound Instruction
Rule 160-5-1-.02 School Day and School Year for Students and Employees
Rule 160-5-1-.10 Student Attendance
Rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades
Rule 160-5-1-.28 Student Enrollment and Withdrawal