

McIntosh County School System Attendance Protocol 2013 – 2014

The following attendance protocol will be enforced by McIntosh County Schools:

1. Parental Notification: The McIntosh County School System Automated Parent Notification System will call the parent or guardian of any student absent from school each day the student is not in attendance.
2. The Principal of each school will assign the school nurse or Principal designee at their school (not the Attendance Coordinator) to contact the parent/guardian of all students with **5 absences** and explain the attendance protocol for the 2013-2014 school year. In addition they should ask if there is anything we can do to improve the students' attendance and document on a call contact log. A letter will also be mailed to the parent/guardian of the student showing the dates and types of absences along with a copy of the Compulsory Attendance Law. A copy of the letter will be placed in the student attendance file for documentation.
3. Upon the **7th absence** the Attendance Coordinator will notify the parent/guardian of the student of a mandatory attendance meeting via telephone call (must complete call log for documentation of parent/guardian contact) and by mail (copy of letter in student attendance file). The parent/guardian and the Attendance Support Team will meet to discuss the importance of the student attending school daily and review the Compulsory Attendance Law and the consequences of noncompliance. The parent/guardian will sign an agreement stating the Compulsory Attendance Law and consequences have been explained.
Note: The Attendance Support Committee shall consist of the following: School Principal or Administrative Designate, Teacher, Guidance Counselor, School Nurse, Attendance Officer and Campus Police Chief.
4. Upon the **10th unexcused absence** within a school year for students age 15 and older, the Attendance Coordinator will notify the Department of Drivers Safety, and the student's driving privileges will be revoked by the state. Students will not be provided a certificate of attendance in order to obtain a drivers permit if they have attendance issues.
5. Upon the **14th absence** by a student the Attendance Coordinator will notify the McIntosh County Attendance Officer and provide a copy of the student's attendance file for review by the Attendance Committee to determine if a petition to court for **Deprivation of a Child's Education (14 or more absences during the school year)** is to be filed. The attendance officer will contact the parents with the results of the attendance committee review and when appropriate, notify parents that any further absences by the student will result **in a petition being filed**.
6. The Juvenile Court System may be used for parents of students 16 years of age and younger. The charges can be for **TRUANCY (5 or more unexcused absences during the school year)**. The attendance officer, Mr. Morris, will notify parents of students in violation of the Georgia Attendance Law for **Truancy** by certified mail return receipt requested. This notification will state, upon accumulation of any further **unexcused absences**, the school attendance officer will file a petition with the Juvenile Court for **Truancy**.
7. Any further absences, the Attendance Coordinator will make a referral to the McIntosh County Attendance officer, and separate charges for each absence may be filed with the Juvenile Court System for students age 16 and under.