

## Attendance Policy

Regular school attendance gives children a solid foundation for a happier and more successful future. Everyone benefits when children attend school regularly. Parents can and will influence their children's attitude toward school and learning through what they say and more importantly, by what they do. We need everyone to work with us in making this aspect of school a total success.

### Attendance Policy for Students

- Students who are under the age of 16 are covered by the State of Georgia Compulsory Attendance Law (OCGA 20-2-690.1). This law requires students to **regularly** attend school until their 16 th birthday.
- The Georgia Compulsory Attendance Law requires that the School provide each parent/guardian a written summary of possible consequences and penalties for failing to comply with the compulsory Attendance Law. The parent/guardian and student shall sign a statement indicating receipt of such a written statement and indicating that they have read and understand the Attendance Policy of the Baldwin County Board of Education as documented in the School Handbook.

### School Hours

- Students may enter the building and report to the cafeteria at 7:15 AM. The academic wings will open at 7:45 AM and close at 3:40 PM. **No student should be in the building after 3:15 PM unless under the direct supervision of a teacher/coach/or activity sponsor.** The building doors will be secured at 4:30 PM.
- Oak Hill Middle School is not responsible for the supervision and safety of students prior to the beginning of the school day and after the school day. **The Baldwin County Board of Education does not require its staff to be responsible for students who are left at the school campus before the beginning of the school day or who are not picked up from school because of parental neglect.** Children who do not ride home from school on a school bus are expected to be picked up before 3:40 PM. This policy includes timely transportation for students involved in after school activities. Repeated failure to abide by this policy shall result in the referral of the case to the Department of Family and Children Services.
- **No early check-outs after 2:45 PM.** Students should only be checked out of school for doctor's appointments, family emergencies or some other legitimate reason. If you must sign your child out early, please do so before 2:45 PM.

- **Sign In/Sign Out Policy-Important: Must show photo ID and be listed as an approved person to checkout a student.**

### Unexcused Absences – Procedures for Students under the age of 16 with excessive unexcused

**absences:** ● When a student accumulates three (3) unexcused absences, the school shall contact the parent/guardian informing them of the three (3) unexcused absences

● When five (5) unexcused absences are accumulated, a referral will be made to the Baldwin County School System as required by Ga. Law.

● The System Attendance Officer shall send a notification to parents/guardian (by certified mail, return receipt requested) notifying of the absences and include a written summary of the consequences for failing to comply with the Compulsory Attendance Law.

● Penalties are: fines of up to \$100 per day; up to 30 days of jail per day, community service or a combination of the penalties, at the discretion of the Court.

● Each unexcused absence over (5) is considered a separate offense.

● Upon receiving a referral, the Attendance Officer may refer cases of five (5) unexcused absences to the School Social Worker, the Dept. of Family and Children Services (or other appropriate community

## Oakhill Middle School

agencies), Interagency Council and/or to the Attendance Support Team for the School. The Attendance Support Team can be composed of the System Attendance Officer, School administrator, school counselor, parent, student, and any other pertinent party. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance. ● If the truancy issue is not resolved after the above processes, legal action will be taken against the parent and the student. A Juvenile Complaint Report will be filed on the student and a State Warrant will be issued for the parent/guardian.

### **Undocumented Excused Days**

● A parent/guardian may submit undocumented excuses for no more than five (5) days per school year. \*These undocumented absences may be used for days when the student is ill, the illness of an immediate family member which necessitates the student's absence from school, and extreme family emergencies. A written excuse must be received by the school within three (3) days of the absence(s). The following information must be specified on each excuse:

- The date the excuse is written ● The student's name and grade level
- The date(s) and day(s) of the absence(s).
- The reason for the absence(s).
- The signature of the parent or guardian

. \****These days may not be used for out of town trips for pleasure or vacation.***

### **Documented Excused Day**

● After a parent has utilized the five undocumented excused days, a statement from a Doctor or a medical facility will be necessary for an absence to be excused. These statements must be received by the school within three (3) days of the student returning to school after an absence(s).

● In cases of the death of an immediate family member (mother, father, sister, brother), 5 days will be excused. If the deceased is an extended family member, (Grandparent, aunt, uncle), two (2) days will be allowed. If the deceased lives out of state no more than four (4) days will be allowed. 13 Make-Up Work Policy

● Students who are absent from class for any reason (this includes absences for School Sponsored Activities) are responsible for arranging make up work. All graded assignments during a student's absence must be completed before or after school at the convenience of the teacher within the next 5 days. Missed work will not be made up during the regularly scheduled class time.

- Work assigned before a student's absence is due upon his/her return to class.
- Make-up sessions for tests assigned prior to an absence must be scheduled with the individual teacher by the end of the first class session with that teacher after the student returns.
- Students present on the day of a graded assignment (test/quiz, etc.) following an absence will be responsible for completing the assignment unless new information was covered.

### **Tardy Policy**

**The Tardy Policy was established by the Baldwin Co. Board of Education in accordance with Ga. State Law.**

● All students must arrive at school by 8:15 AM. Students arriving to school after 8:15 AM will be charged with a tardy unless the tardy was caused by a late bus or the tardy was due to a medical appointment (with proper verification of appointment). A tardy pass to class may be obtained at the Attendance Office.

● Any student found to be loitering in the halls after the bell will be charged with a class cut and the subsequent penalty as described in the Student & Parent Guide.

## Oakhill Middle School

- Students reporting to school from a medical appointment (with proper verification of appointment) will be allowed to go immediately to class by obtaining a pass from the attendance office.
  - The classroom teacher's records will be the official documentation for classroom attendance. \*Please Note – Unexcused tardies and early checkouts are considered in accordance with the Georgia Compulsory School Attendance Law. Five (5) unexcused tardies or unexcused Early Check-outs will equal one (1) unexcused absence. Students are officially considered tardy when arriving at school after 8:15 am. Students must report to the main office with a parent for a tardy pass if they arrive after 8:15 am.
- Class Cut
- A student who is more than 5 minutes late to class but is present at school and who does not have a valid excuse for the absence is considered to have cut the class. Sign In/Sign Out Policy-Important: Must show photo ID and be listed as an approved person to checkout a student.