

**Murray County School System
Attendance Protocol**

2014

**Murray County School System
Attendance Protocol
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Attendance Protocol

I. COMMITTEE AND CONTENTS

This Attendance Protocol is prepared pursuant to Official Code of Georgia Section 20-2-690.2 includes a procedures for identifying, reporting, investigating and prosecuting violations of Georgia's Mandatory School Attendance Law (O.C.G.A. Section 20-2-690.1). This protocol reflects commitments that various local agencies, offices, and individuals have made to promote the educational progress of children and families in Murray County.

This protocol was created by the Murray County Student Attendance Protocol Committee, which included representatives of the following entities:

Murray County Superior Court
Murray County Juvenile Court
Murray County District Attorney's Office
Georgia Department of Juvenile Justice
Murray County Board Of Education
Murray County Schools
Murray County Sheriff's Office
Murray County Department of Family and Children Services
Murray County Health Department
Murray County Mental Health
Murray County Community Partnership, Inc. (Family Connection)
Murray County Chamber of Commerce
The City of Chatsworth, Chief of Police
The City of Eton, Chief of Police
Murray County Juvenile Court Administrator (Risk Reduction Program)

The purpose of the committee shall be to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state. The chief judge is responsible for ensuring that all members of the committee are notified of their responsibility to the committee and shall call the first meeting of the committee in each county. The committee shall elect a chairperson and may elect other officers.

The committee shall meet twice annually thereafter, to evaluate compliance with the protocol, effectiveness of the protocol, and appropriate modifications.

**Murray County School System
Attendance Protocol**

II. SYSTEM STANDARDS

The Murray County Board of Education has adopted procedures outlining the specific steps to be taken to monitor and address student attendance. The Murray County School System will monitor student attendance daily. Codes for attendance used in the student records database will be consistent between schools to indicate excused absences, unexcused absences, excused tardies, unexcused tardies, early withdrawals, in-school suspensions, out-of-school suspensions, etc. Excused absences shall be delineated by the reason for excuse. Absences stemming from out of school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

Upon enrollment and registration and at the beginning of each school year, parents will be given a copy of the *Parent and Student Notification Form*. This form includes the Georgia Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and the Murray County Board of Education student absence and excuses policy JBD and other state attendance laws as applicable. The school will make reasonable efforts to ensure receipt and comprehension of the protocol by requesting signatures from parents that this notice was received and understood. At the middle and high schools, students will also receive this notice and provide a signature. At the Elementary schools, this notice will be signed by all students who have reached age ten (10) or above by September 1 of that school year. This notice shall also be included in each school's Student Handbook.

Referrals to the School Social Worker(s) may be made during any point of the attendance monitoring process as appropriate. These referrals are appropriate when the family and student would benefit from the involvement of Social Service Agencies or when there are immediate needs, which must be addressed.

A parent note will be accepted for state defined excusable absences not to exceed 3 notes per semester. Each parent note is not to exceed 2 days of absences.

III. SYSTEM PROCEDURES

AFTER THREE (3) ABSENCES

After three absences, excused or unexcused in any school year, the homeroom teacher or administrative designee will call parent(s)/guardian(s). The contact will be recorded on the *Attendance Documentation Form*. The *Attendance Documentation Form* will be forwarded to the School Principal for assignment to appropriate school personnel and documentation. If the reason for the absences is known and the excuses are justified as excused the teacher may simply make a notation on the *Attendance Documentation Form* without contacting the parent/guardian. Note: There are two *Attendance Documentation Forms*, one for the elementary level (p.19) and one for middle and high school (p.20).

AFTER FIVE (5) ABSENCES

A *Murray County Schools Attendance Letter* (p. 21) will be mailed at five cumulative excused or unexcused absences in any school year. The contact will be recorded on the *Attendance Documentation Form*.

AFTER FIVE (5) UNEXCUSED ABSENCES

After a student has accumulated five unexcused absences, an Attendance Review Committee (ARC) meeting will be held.

The ARC shall be chaired by each school's principal or designee and include the faculty/staff having direct contact with the student(s) to be discussed, the School Counselor, and the School Social Worker. School Social Workers will be informed of all ARC meetings, but will attend on an as needed basis. School Resource Officer may be invited to participate, as appropriate

Each school will take reasonable steps to ensure that parent(s) are invited and encouraged to attend the ARC meeting. The ARC invitation should be in writing (*Attendance Review Committee Notice*, p. 23) or by direct contact with the parent/guardian.

The *Attendance Review Committee Notice* sent to the parent(s) shall include the following statement: *Decisions as to appropriate actions and recommendations will be made at an Attendance Review Committee. These decisions could include recommendations for criminal prosecution, referral to Juvenile Court or the Department of Family and Children Services for you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child's absence from school. The penalty can be up to \$100.00 fine and up to 30 days in jail for each day the child has an unexcused absence from school.*

Three documented attempts to invite the parent(s) to the ARC meeting will be made. The third attempt must be sent by certified mail with return receipt requested or by regular first class mail. The signature of receipt of this notice will be kept with the student's attendance documentation. If invited to the ARC meeting by a phone call, the parent(s) signature will be obtained on the *Attendance Review Committee Notice* during the ARC meeting. Students may participate in the ARC meeting as deemed appropriate by the ARC.

If the three documented attempts to invite the parent(s) to the ARC meeting are unsuccessful, the meeting will be held without the parent(s) present. The results of the meeting and attendance data will be mailed to the parent(s) by regular first class mail. The ARC will meet and assess the student's absences and determine strategies to address attendance. The *ARC Meeting Agenda and Record* (p. 25) will be used to document and guide the meeting as needed. Available options for the ARC meeting include, but are not limited to:

- Request for further medical documentation as appropriate
- Requirement of an attendance contract
- Referral of the child and/or parent to the appropriate social services
- Referral of the child and/or parent to the Murray County Referral Committee at any time after the student accumulates ten unexcused absences
- Note: The above referrals are at the discretion of the ARC and the School Social Worker. The School Social Worker will make the referral(s).

AFTER SEVEN (7) UNEXCUSED ABSENCES AND/OR TEN (10) ABSENCES

Elementary School

After seven unexcused absences and/or 10 total absences, the Principal or other designated administrator will call the parent(s) and record the results of the contact on the *Attendance Documentation Form*. The Principal or other designated administrator may make a referral to the School Social Worker, if appropriate. The principal may call a

meeting of the ARC when a student has excessive excused absences if the principal determines that the meeting would benefit the student or the student's family.

AFTER SEVEN (7) UNEXCUSED ABSENCES AND/OR TEN (10) ABSENCES
Middle and High School

After seven unexcused absences and/or 10 total absences, a *TAADRA Letter* (p. 35) will be mailed to the parents informing them of TAADRA requirements and the possibility of their child losing or being denied a learner's license or a driver's license. Except for the TAADRA requirements at the middle and high school, other actions at this level are at the discretion of the principal. Other actions may include, but are not limited to, an administrator calling home, mailing a letter from the school, mailing copy of the student's attendance data, mailing a copy of the attendance law, making a School Social Worker Referral. The high school and the STEM Academy may mail a copy of their Loss of Credit Policy. Documentation of actions taken should be recorded on the *Attendance Documentation Form*. Copies of mailed information should be kept with the attendance documentation.

AFTER TEN (10) UNEXCUSED ABSENCES

After a student has 10 unexcused absences from school, the Principal or designee will complete/submit a School Social Worker referral form. The School Social Worker will then schedule a Murray County Referral Committee (MCRC) meeting.

IV. GENERAL INFORMATION

MURRAY COUNTY REFERRAL COMMITTEE

The Murray County Referral Committee (MCRC) is a group, which may include, but is not limited, to the School Social Worker, a representative of the Department of Juvenile Justice, a representative from the Murray County Juvenile Court, a representative of the Department of Family and Children Services, a representative from the Murray County Health Department, Mental Health Agency(ies), Family Support Agency(ies) and the parent(s) as appropriate. This committee will conduct at least one system wide meeting once a month and will use the fall meeting to review the effectiveness of this protocol during the previous school year and to formulate any proposed improvements. If a committee member is unable to attend a scheduled meeting, that member will be informed of the matters considered at the meeting and his/her input will be considered prior to referral by the committee.

The Murray County Referral Committee is empowered to refer:

- Students ages 10 to 16 to Juvenile Court for truancy
- Parents to Juvenile Court for failure to comply with Compulsory Attendance Laws or deprivation proceedings
- Parent(s) of students ages 6 to 16 to the Magistrate Court for failure to comply with Compulsory Attendance Laws.
- The family to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.

In most cases, the MCRC will make one of the above mentioned referrals or will make a referral immediately following the next unexcused absence of the student.

At the end of each school year, the School Social Worker will review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

Students known to be on probation for truancy and students with excess of 10 unexcused absences, 20 total absences, or any combination of tardies and early checkouts totaling 25, will be monitored at the school level, and referred to the School Social Worker as appropriate.

DENIAL OF CREDIT

High School, STEM and Mountain Creek Academy may institute a denial of credit procedure for excessive unexcused absences. This procedure shall incorporate a process by which students will be given opportunities to regain credit.

MISSING STUDENTS

1. When a student has failed to attend school for five consecutive days and the school is unable to contact the student or the student's parent(s) or guardian(s), the student will be considered a missing student.
2. After the school has made reasonable attempts to locate the student, the school will make a referral to the School Social Worker. Reasonable attempts to locate students are defined in the County Withdrawal Guidelines.
3. The School Social Worker will conduct an investigation to determine why the student is not in school.
4. If it has been determined that the student has moved out of the District, the student will be withdrawn from school as of the first day absent. The School Social Worker will inform the school that the student has moved and provide contact information if available.
5. If the student has moved, but is still in the district, the School Social Worker will inform the student and the student's parent(s) or guardian(s) of the Compulsory Attendance Requirements and the location of the school the student should attend. The School Social Worker will inform the school of the student's location so appropriate procedure consistent with this protocol can be implemented. The School Social Worker can convene a meeting of the Murray County Referral Committee, if appropriate.
6. If a student cannot be located, after an investigation by the School Social Worker, the student will be withdrawn on the 10th day of consecutive absences. The withdrawal will be effective as of the first day absent.
7. If a student withdraws from the Murray County School System or is declared a missing student and no request for records or petition to home school is received in 20 days, the assigned School Social Worker will make contact with DFACS to inquire about an updated address.

V. CRIMINAL PROSECUTION/VIOLATION OF SCHOOL ATTENDANCE LAW

MANDATORY/COMPULSORY SCHOOL ATTENDANCE LAW

O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and 16 to enroll and send that child to school, including public, private and home schooling.

A child is responsible for attending school and is subject to adjudication in Murray County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child *causes* the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that *each day's absence* constitutes a separate offense.

For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

FILING JUVENILE COMPLAINTS

A juvenile complaint should be filed in the Juvenile Court of Murray County against a child who is habitually and without justification truant from school, along with a statement that the school has attempted to address the attendance issue, including addressing any disabilities or suspected disabilities that may contributing to the absences.. Such a child is, a Child in Need of Services.

JUVENILE JUSTICE PROCEDURES (Intake Process for Juvenile Complaints)

The Department of Juvenile Justice for Murray County will process complaints. Complaints will be entered into the Juvenile Tracking System and any past history will be assessed. The Intake Officer may contact the school system for any further pertinent information. The complaint will be processed in accordance of the court rules and procedures in place. Truancy complaints will receive immediate attention and be placed on the most current Juvenile Court Calendar for arraignment.

JUVENILE JUSTICE PROCEDURES (Adjudication and Disposition)

A youth may be placed on Probation for truancy by the Juvenile Court Judge upon adjudication of a truancy charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth's compliance with Conditions of Probation and the youth's attendance at school.

The Probation Officer will monitor the youth's attendance, at a minimum, on a weekly basis. The School Resource Officer will assist the Probation Officer in monitoring attendance and will serve as a resource to mentor the youth. Further unexcused absences from school by the student will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for

truancy-related violation of probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.

Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for truancy-related probation cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress has reached a level satisfactory to all parties involved.

PROSECUTION IN MAGISTRATE OR SUPERIOR COURT

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of O.C.G.A. § 20-2-690.1 should be sought against the parent. In other circumstances, the Murray County Referral Committee may, but is not required to, take into account the following considerations when recommending that a criminal warrant be sought for the parent of a child:

- The child is under the age of 13 years.
- The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
- The parent has not actively sought assistance from community social services and resources to assist in getting the child to school.
- The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
- The child is a deprived child.
- The parent has failed to cooperate with attempts to assist the family.

The child and parent are to comply with the ARC's and the Murray County Referral Committees' recommendations. Failure of the child or parent to comply with the recommendations, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates 10 or more unexcused absences in any school year, the Murray County Referral Committee will convene and make an appropriate referral.

VI. DEFINITIONS

CHECKOUTS: When a student checks out of school, the student will be counted absent if the student does not attend school for one-half of the instructional minutes offered. The absence can be excused or unexcused. When students check out of school, they lose valuable instructional time and disrupt the school day for other students. Medical and other appointments should be scheduled during non-school hours, if possible.

COMPULSORY ATTENDANCE: Every parent, guardian, or other person having control or charge of a child between their sixth and sixteenth birthday shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements of state law. Parents or guardians are subject to fines not less than \$25.00 nor more than \$100.00, imprisonment up to 30 days, community service, or

any combination of such penalties if their child violates compulsory attendance laws. Each absence after notification that a child has five unexcused absences shall constitute a separate offense. O.C.G.A. Section 20-2-690.1, O.C.G.A. Section 20-2-690.1 (a)

EXCUSED ABSENCES: Absences are excused for the following reasons:

- Personal illness of the student and/or when attendance in school would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observation of religious holidays, necessitating absence from school.
- Conditions rendering school attendance impossible or hazardous to the health or safety of the student.
- An absence not to exceed one (1) day in order for the student to register to vote.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes.(O.C.G.A. § 20-2-692.1)

- Students who miss school to serve as pages of the General Assembly must be credited as present in the same manner as an educational field trip, and must not be counted as absent, either excused or un-excused. O.C.G.A. 20-2-692.
- A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2
- Students who miss school under a Student Teen Election Participant program ("STEP"), which permits full-time students to volunteer to work as poll officers during any primary, special or general election, shall be counted as present and credited for the school day during which he or she served in the STEP program for up to two school days per school year.

EXCUSES: It is the parent's responsibility to provide a valid excuse within three school days of the student's return from an absence. After three days, excuses will not be accepted. Students will be allowed to make-up assignments missed as a result of excused absences. The make-up work must be completed within five days of the students return from an absence. A parent note will be accepted for state defined excusable absences not to exceed 3 notes per semester. Each parent note is not to exceed 2 consecutive days of absences.

HOSPITAL HOMEBOUND: This is a program that allows students to receive instruction at home when the student has medical certification that a medical condition will prevent the student from participating in the regular instructional program for 10 days or more. For chronically ill and intermittent students on Hospital Homebound, a doctor's note must be updated at least once each calendar year. A *Release of Information* Form for the School Nurse will be kept on file for any student who will be receiving Hospital Homebound Instructional Services. The Central Office Administrator in charge of the program will establish rules for the Hospital Homebound program.

INTERMITTENTLY ABSENT STUDENTS: For students with a doctor's note to be absent from school for an indefinite period of time or for intermittent absences, an updated doctor's note is required no less than each calendar year.

SCHOOL DAY: To be counted present and not absent, a student must attend school for at least one-half of the instructional minutes offered. Since school times differ, one should seek advice from the Student Handbook for the required times at a particular school.

SCHOOL SYSTEM DUTIES: Local School Superintendents, School Social Workers and Attendance Officers shall have the authority and *it shall be their duty* to file proceedings in court to enforce compulsory attendance laws. O. C. G. A. Section 20-2-690.1 (c)

TARDY: A student is tardy when the student is not in the assigned classroom or location when the school day begins. Tardies can be excused for the same reasons that absences are excused. All other tardies are unexcused.

UNEXCUSED ABSENCE: Any absence not defined by Georgia Law as an excused absence.

VII. TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT:

A. *When you apply for a learner's license or a driver's license your school must certify the following:*

1. You are not suspended from school.
2. You have not dropped out of school without graduating and remained out of school 10 consecutive days.
3. The school must certify that you had no more than 9 unexcused absences in the previous school year and no more than 9 unexcused absences in the present school year. (This means if you intend on applying for a drivers/learners license this summer or next school year you cannot have more than 9 unexcused absences this school year).
4. You have not been found in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer. You have no admitted violation of any of the offenses listed below by signing a waiver. Your placement has not been changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This

includes being under the influence of drugs or alcohol on school property.

- Possession of a weapon on school property
- Any sexual offense under Chapter 6 Title 16 of the Georgia Code
- Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student O.C.G.A. Section 40-5-22 (a.1)

B. *When you have your learner's or driver's license: You will lose your license for a year if:*

1. ***You drop out of school without graduating and remain out of school 10 consecutive days.***
2. ***You have more than 9 unexcused absences in the school year.***
3. You are found to be in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer, or you admit violation of any of the offenses listed below by signing a waiver, or your placement is changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property.
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student.
O.C.G.A. Section 40-5-22 (a.1)

C. *To assist students:*

1. All students in the Middle Schools, STEM Academy and High School will be provided a copy of the *TAADRA Notice* (p. 37) O.C.G.A. Section 40-5-22, at the beginning of each school year. The copy will be provided as a part of the Student Handbook.
2. All students who enter the Murray County Schools in grade six or above will be given a copy of the *TAADRA Notice* (p. 37) at the time of enrollment.
3. When a student 14 years of age or older has seven unexcused absences in the present school year, the School Principal or Administrative Designee will inform the student and the student's parent(s) that the student has only three absences remaining before violating provisions of the *Teenage and Adult Driver Responsibility Act*. A copy of the *TAADRA Letter* (p. 35) will be sent by first class mail.
4. The Director of Administrative Services shall serve as the TAADRA Coordinator. The TAADRA Coordinator shall implement the guidelines established jointly by the Georgia Department of Education and Georgia Department of Motor Vehicle Safety when the guidelines are finalized. The Director of Administrative Services shall assist the Director of Administrative Services in implementing TAADRA guidelines.

Board Policy
Absences and Excuses

Descriptor Code: JBD

A student who is absent from school for an entire day or for one or more class periods must bring a signed note from his/her parent(s) or guardians(s) explaining the reason(s) for the absence.

Determination of whether or not the absences are excusable or inexcusable will be made by school officials on the basis of the State Board of Education Policy which state that absences from school may be excused for the following reasons:

Children may be temporarily excused from school in the following circumstances:

1. Personal illness of the student and/or when attendance in school would endanger the health of the student or the health of others.
2. Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
3. A court order or an order by a governmental agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Observation of religious holidays, necessitating absence from school.
5. Conditions rendering school attendance impossible or hazardous to the health or safety of the student.
6. An absence not to exceed one (1) day in order for the student to register to vote.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes.(O.C.G.A. § 20-2-692.1)

Students who miss school to serve as pages of the General Assembly must be credited as present in the same manner as an educational field trip, and must not be counted as absent, either excused or unexcused. O.C.G.A. 20-2-692.

A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school as set forth in O.C.G.A. § 20-2-692.2

Students who miss school under a Student Teen Election Participant program ("STEP"), which permits full-time students to volunteer to work as poll officers during any primary, special or general election, shall be counted as present and credited for the school day during which he or she served in the STEP program for up to two school days per school year.

A student who has an emergency necessitating absence from school for a portion of the school day must be present at school at least for one-half of the instructional day, excluding lunch, in order to be counted

present for the day.

Absences shall not penalize student grades if the following conditions are met:

- absences are justified and validated for excusable reasons;
- make-up work for excused absences was completed satisfactorily.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. At the beginning 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 will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

The Board authorizes the Superintendent to establish guidelines / procedures related to attendance in terms of grades, credit for courses, punishment for excessive un-excused absences, and status as a student in the Murray County Public Schools. *(Please see the Murray County System Attendance Protocol)*

Murray County Schools

Date Adopted: 5/31/2005
Last Revised: 8/6/2012

FORMS

**Attendance Documentation Form
Murray County School System
Elementary School**

Student Name _____
School _____
School Year _____

3 Absences POD calls parent/guardian Date called _____ Time of call _____
Phone Number _____
Name of caller _____
Person called _____
Relationship to student _____
Notes _____

5 Absences POD mails postcard Date mailed _____
To _____
Address _____

5 Unex. Absences** POD schedules **ARC Meeting** Date 1st ARC Notice sent _____
POD To _____
Parent(s) Address _____
Teacher (s) _____
SSW (e-mail invite) Date 2nd ARC Notice sent _____
Counselor/Nurse Date 3rd ARC Notice sent _____
*Third attempt should be sent certified mail.

Date of ARC Meeting _____ Location _____
Result _____
_____ No parent present _____ Date result mailed

7 Unex. Absences Administrator calls parent Date called _____ Time of call _____
10 Absences Phone Number _____ Days Absent _____
Name of caller _____
Person called _____
Relationship to student _____
Notes _____
Should referral be made to SSW? _____
Reason for referral _____

10 Unex. Absences** POD contacts SSW Date of meeting _____ Location _____
SSW schedules **MCRC Meeting** 1. SSW _____
2. POD _____
3. DJJ Rep. _____
4. DFCS Rep. _____
5. Parent _____

POD= Principal or Designee
SSW= School Social Worker
ARC= Attendance Review Committee
MCRC= Murray County Referral Committee
DJJ= Department of Juvenile Justice
DFCS= Department of Family and Children Services
**= Legally Required

Recommendation of MCRC
Referral to:
_____ Magistrate Court
_____ Juvenile Court
_____ DFCS
_____ Other

A parent note will be accepted for state defined excusable absences not to exceed 3 notes per semester.
Each parent note is not to exceed 2 consecutive days of absences.
SSW referral may be made at any point (lice, abuse, concerns, etc.).
SSW referrals should be made on SSW Forms.
ARC Meeting- Parent/guardian must be invited. **MCRC Meeting**- Parent/guardian may be invited.
ATTACH A COPY OF ALL DOCUMENTATION/CORRESPONDENCE WITH PARENT.

**Attendance Documentation Form
Murray County School System
Middle and High School**

Student Name _____
School _____
School Year _____

3 Absences POD calls parent/guardian

Date called _____ Time of call _____
Phone Number _____
Name of caller _____
Person called _____
Relationship to student _____
Notes _____

5 Absences POD mails postcard

Date mailed _____
To _____
Address _____

5 Unex. Absences** POD schedules **ARC Meeting**
POD
Parent(s)
Teacher (s)
SSW (e-mail invite)
Counselor/Nurse

Date 1st ARC Notice sent _____
To _____
Address _____
_____ Date 2nd ARC Notice sent _____
Date 3rd ARC Notice sent _____
*Third attempt should be sent certified mail.

Date of ARC Meeting _____ Location _____
Result _____
_____ No parent present _____ Date result mailed _____

7 Unex. Absences**
10 Absences POD mails TAADRA Letter
(Ages 14-18 Only)
Other- at discretion of principal
Letter
Attendance Data
Loss of Credit Policy (High School Only)
Attendance Law

Date TAADRA Notice sent _____
To _____
Address _____

10 Unex. Absences** POD completes SSW Form
SSW schedules **MCRC Meeting**

Date of meeting _____ Location _____
1. SSW _____
2. POD _____
3. DJJ Rep. _____
4. DFCS Rep. _____
5. Parent _____

POD= Principal or Designee
SSW= School Social Worker
ARC= Attendance Review Committee
MCRC= Murray County Referral Committee
TAADRA= Teenage and Adult Driver Responsibility Act
DJJ= Department of Juvenile Justice
DFCS= Department of Family and Children Services
**= Legally Required

Recommendation of MCRC
Referral to:
_____ Magistrate Court
_____ Juvenile Court
_____ DFCS
_____ Other

A parent note will be accepted for state defined excusable absences not to exceed 3 notes per semester.
Each parent note is not to exceed 2 consecutive days of absences.
SSW referral may be made at any point (lice, abuse, concerns, etc.).
SSW referrals should be made on SSW Forms.
ARC Meeting- Parent/guardian must be invited. **MCRC Meeting-** Parent/guardian may be invited.
ATTACH A COPY OF ALL DOCUMENTATION/CORRESPONDENCE WITH PARENT.

**MURRAY COUNTY SCHOOLS
ATTENDANCE LETTER**

Sent via Regular Mail

To the Parent(s)/Guardian(s) of _____ Date _____

Good attendance is the foundation to academic success. In order for students to get the most of their education, they must attend school on a regular basis, with minimal absences. When a student is absent from school, valuable instructional time is missed.

Your child has been absent from school _____ days this school year. We realize that some or all of these days may be excused absences. This postcard is our way of telling you that we care about your child, and we are concerned about the missed academic time he/she has lost. Our school system is working in compliance with the *Georgia Compulsory Attendance Law* to help ensure students attend school on a regular basis. If your child continues to be absent from school, then we will schedule a meeting with you to discuss these absences and your child's academic progress. Please feel free to contact me regarding your child's attendance at _____.

Sincerely,

_____, Principal

_____ School

**MURRAY COUNTY SCHOOLS
ATTENDANCE POSTCARD**

Padre/ Guardián de _____ Fecha: _____

Una buena asistencia es el cimiento del éxito académico. Es muy importante para los estudiantes el estar a tiempo en la escuela y quedarse todo el día. Cuando un estudiante llega tarde o es llevado temprano de la escuela, la clase entera es interrumpida. Cuando un estudiante falta, se pierde tiempo de aprendizaje.

Su hijo(a) ha estado ausente de la escuela por _____ días. La Ley del Estado ahora requiere un esfuerzo más estricto de las leyes de las ausencias a la escuela y posibles castigos severos. El siguiente paso en nuestro plan de asistencia es el tener una junta mandataria con usted para discutir las acciones que se llevarán a cabo si su hijo(a) continúa faltando a la escuela. Por favor tenga la confianza de contactarme con relación a la asistencia de su hijo(a) _____.

Sinceramente,

Director(a) _____
Escuela _____

Murray County Schools
Attendance Review Committee Notice

Date: _____

Dear Parents/Guardians of: _____

The Murray County School System cares about students. It is our goal for each child to receive the best education possible. In order for students to get the most of their education, they must attend school on a regular basis, with minimal absences. Our school system is working in compliance with the Georgia Compulsory Attendance Law to help ensure students attend school on a regular basis and that students are involved in curricular experiences.

It has come to our attention that your child has been absent _____ days so far this school year. Our concern is that your child has missed valuable instructional time. In addition, the Georgia Compulsory Education Law requires us to share with you actions that could be taken when students have excessive absences from school. Actions could include recommendations for criminal prosecution, referral to Juvenile Court, or referral to the Department of Family and Children Services. Parents (s) may be charged with a misdemeanor if they are causing or allowing their child's absence from school. The penalty can be up to \$100.00 fine and up to 30 days in jail for each day their child has an unexcused absence from school.

Our goal is for your child to maintain good attendance and be successful in school. We would like to work with you on this matter. Please understand that some actions are required under the Georgia Compulsory Attendance Law.

Due to your child's absences, you are being asked to attend an Attendance Review Committee meeting, with the focus on improving your child's attendance. The meeting will be held at the date and time listed below.

Sincerely,

Principal

Date of meeting: _____ Time of meeting: _____ Location: _____

_____ I will attend this meeting.

_____ I cannot attend.

Please call me to reschedule at the following number: _____

Parent Signature: _____

Attendance Review Committee Notice
Escuelas del Condado de Murray
Notificación del Comité de Revisión de Asistencia(ARC)

Fecha: _____

Estimado Padre/ Guardián de: _____

El Sistema Escolar del Condado de Murray se preocupa por sus estudiantes. Es nuestro objetivo para cada alumno que reciban la mejor educación posible. A manera de que los estudiantes aprovechen lo mejor de su educación, ellos deben de asistir a la escuela en forma regular, con ausencias (faltas) mínimas, nuestro sistema escolar trabaja de manera conjunta con la Ley de Asistencia Obligatoria del Estado de Georgia para ayudar a asegurarse de que los estudiantes asistan a la escuela de manera regular, y para que los estudiantes se involucren en experiencias académicas.

Atrae nuestra atención el hecho de que su hijo(a) ha faltado _____ días a la escuela, en lo que va del año nuestra preocupación es que su hijo(a) ha perdido tiempo valioso de instrucción además, La Ley de Asistencia Obligatoria de Georgia nos requiere a nosotros el compartirle las acciones que podrían ser tomadas cuando los estudiantes tienen un numero excesivo de faltas a la escuela estas acciones podrían incluir recomendaciones para un seguimiento criminal, referencias a la Corte Juvenil, o referencias al Departamento de Servicios Familiares e Infantiles. El Padre / Guardián puede ser acusado de un cargo por Delito Menor si son ellos los causantes, o permiten que sus hijos se ausenten de la escuela, la penalización puede ser una multa de hasta \$100.00 dólares, y hasta 30 días en la cárcel por cada alumno con faltas no-validas.

Nuestra meta es que su hijo(a) mantenga una buena asistencia, y logre tener éxito en la escuela, nos gustaría poder trabajar con usted al respecto. Por favor entienda que algunas acciones nos son **requeridas** por la Ley de Asistencia Obligatoria de Georgia.

Debido a las faltas de su hijo(a), se le pide que venga a una junta del Comité de Revisión de Asistencia con el enfoque de ayudarlo a mejorar la asistencia de su hijo. La junta se tendrá en la fecha y hora escritas abajo.

Incrementado por el,

Director _____

Fecha de la junta: _____ Hora de la junta: _____ Lugar de la junta: _____

_____ Sí, asistiré a esta junta.

_____ No, puedo asistir a la junta.

Por favor llámeme a este número para reprogramar la junta: _____

Firma: del Padre/ Guardián: _____

Murray County Schools
ARC Meeting Agenda and Record

Student Name: _____ Meeting Location: _____ Date: _____

1. Introduction of Attendees: _____

2. Our objective is to review your child's attendance and school issues to see if the team can help by offering suggestions and to develop a contract to improve attendance. Attendance is a habit. We want to work with you to help your child create lifelong habits to be successful later in life as well as now.

3. As of yesterday, we have been in school _____ **days**. Your child has been absent _____ **days** and/or tardy _____ **days**. Our records indicate your child **has** _____ **excused absences** and _____ **unexcused absences**. Is there anything you would like to share with us at this time? _____

4. Are there other children in the family, and are they experiencing attendance problems?

5. Are there medical problems we need to know about your child? If so, we have a school nurse who may be able to assist you. _____
(If medical, have you signed a **Release Form** for the school to speak to your child's doctor in order for us to work together to best serve your child? _____ yes _____ no)

6. Is your child having difficulties the school counselor might help with? _____

7. Is your family or child having difficulties the SSW might help with? _____

8. How has your child's attendance been in the past? _____

9. This is a copy of the **Parent and Student Notification Form**, which outlines the Murray County School District Attendance Policies and the Georgia Compulsory Attendance Law. Our school is working in compliance with this protocol and this law to help ensure students attend school on a regular basis. There are two copies. One copy is for you to keep. One copy is for you to sign and return to me. The signed copy will be placed with your child's attendance records.

10. At this time, we would like to enter a contract with you to assist you and the school in following guidelines, which are set forth by our district's attendance protocol and the Georgia Compulsory Attendance Law. **ARC Agreement** Parent Signed _____ yes _____ no

11. Parent Comments/Concerns: _____

12. Team suggestions/plan: _____

Murray County Schools
ARC Meeting Agenda and Record

Escuelas del Condado de Murray
Agenda y Registro de la Junta del Comité de Revisión de Asistencia (ARC)

Nombre del Estudiante: _____ Lugar de la Junta: _____ Fecha: _____

1. Presentación de los Asistentes: _____

2. Nuestro objetivo es el revisar la asistencia de su hijo(a) y/o asuntos correspondientes a la escuela del mismo(a) para ver si el equipo le puede ayudar ofreciéndole sugerencias y ayudándolo a desarrollar un contrato para mejorar la asistencia. La Asistencia es un habito. Nosotros queremos trabajar con usted para ayudar a su hijo(a) a crear hábitos de por vida, que le ayuden a ser exitoso ahora y mas adelante.

3. Hasta el día de ayer, hemos estado en clases _____ **días**. Su hijo(a) ha estado ausente _____ **días** y/o ha llegado tarde _____ **días**. Nuestros registros indican que su hijo(a) **tiene** _____ **ausencias con excusa** y _____ **ausencias sin excusa**. ¿Hay algo que quisiera usted compartir con nosotros en estos momentos?

4. ¿Tiene usted mas hijos(as) en la familia, y tienen ellos(as) también problemas de asistencia?

5. ¿Sufre su hijo(a) de algún problema médico del cual debemos saber? Si es así, tenemos una enfermera escolar que podría ayudarle.

(Si hay un problema medico, ¿ha firmado un **Permiso Escrito** para que la escuela pueda hablar con el médico de su hijo(a), y así poder ayudarle y servirle mejor? _____ sí _____ no)

6. ¿Tiene su hijo(a) algún problema en que el /la consejero(a) de la escuela pueda ayudar?

7. ¿Están su familia o su hijo(a) pasando por alguna situación difícil donde pueda ayudar la Trabajadora Social de la Escuela? _____

8. ¿Cómo ha sido la asistencia de su hijo(a) en el pasado? _____

9. Esto es una copia de la Forma de Notificación para el padre y el estudiante, esto resume las Normas de la Asistencia del Distrito Escolar del Condado de Murray y la Ley Obligatoria de Asistencia del Estado de Georgia. Nuestra escuela trabaja de acuerdo con esta norma y esta ley para ayudar a los estudiantes asistir a la escuela regularmente. Hay dos copias, una copia es para Usted, la otra copia es para que Usted la firme y me la regrese. La copia firmada se colocará en los registros de asistencia de su niño.

10. En este tiempo nosotros apreciaríamos estar en contacto con usted y ayudarlo en la escuela en las pautas siguientes, que son expuestas por nuestra norma de Asistencia del Distrito y la Ley Obligatoria de Asistencia del Estado de Georgia. El Acuerdo del ARCO

Firma del Padre _____ Sí _____ No

11. Los Comentarios del Padre /Concerniente: _____

12. El plan de sugerencias del equipo: _____

**MURRAY COUNTY SCHOOLS
RELEASE FORM
AUTHORIZATION TO OBTAIN AND/OR RELEASE INFORMATION**

(records being requested from)

Street Address

City State Zip

Student: _____ **DOB:** _____

Records or information requested / released:

- _____ medical records (including diagnosis and educational implications)
- _____ permission to obtain reports needed for educational planning
- _____ psychological, psychiatric, and/or educational evaluations
- _____ vision report (acuity measures or professional estimate of acuity)
- _____ hearing evaluation
- _____ permission to discuss my child's progress
- _____ all special education records
- _____ permission to obtain orders, as needed, for physical therapy and/or occupational therapy

_____ Other: _____

I give permission for records / information to be obtained / released. This information is needed for educational planning.

_____ **Parent or Legal Guardian** _____ **Date**

Please mail requested information to:

**MURRAY COUNTY SCHOOLS
RELEASE FORM
ESCUELAS DEL CONDADO DE MURRAY**

**FORMA DE AUTORIZACIÓN
PARA OBTENER Y/O DAR INFORMACIÓN**

(Registros / Archivos pedidos por)

Dirección de Calle

Ciudad

Estado

Código Postal

Estudiante: _____ **Fecha de Nacimiento:** _____

Registros o información pedida / dada:

- _____ registros médicos (incluyen diagnósticos e implicaciones educativas)
- _____ permiso para obtener reportes necesarios para la planeación de la educación
- _____ evaluaciones psicológicas, psiquiátricas, y/o educacionales
- _____ reportes de visión (medidas de evaluación profesional de la misma)
- _____ evaluación auditiva
- _____ permiso para hablar del progreso de mi hijo(a)
- _____ todos los registros/archivos de educación especial
- _____ permiso para obtener ordenes para terapia física en dado caso que sean necesarias

_____ Otros: _____

Doy mi permiso para que los registros/ información sean obtenidos / dadas, esta información es necesaria para la planeación de la educación.

Firma: Padre / Guardián

Fecha

Por favor envíe por correo la información necesaria:

PARENT AND STUDENT NOTIFICATION FORM

When a student is absent, a written excuse is to be brought to school explaining the reason for the absence. This excuse should be brought to school within three school days of each absence to be considered, absence or tardy notes MUST be turned in within thirty (30) days of the absence or tardy.. It is the responsibility of the parent, guardian, or person in control of a child or children to ensure that the school receives each and every written excuse.

Children may be temporarily excused from school: **(1)** when they are personally ill and their attendance in school would endanger their health or the health of others; **(2)** when in the immediate family there is a serious illness or death which would reasonably necessitate absence from school; **(3)** on special and recognized religious holidays observed by their faith; **(4)** when mandated by order of governmental agencies (e.g., pre-induction physical examination for military service or court order); **(5)** principal's approval of attendance at school related experiences-; **(6)** other reasons as set out in the Student Handbook.

Every student in Murray County receives a Student Handbook, which describes the attendance protocol adopted by the Murray County School District. It is the responsibility of the student and parent, guardian or person in control to read and understand the contents of the handbook. Also, for the purpose of monitoring school and class attendance, it is the responsibility of the parent, guardian or person in control to initiate regular contact with school personnel to ensure that their child attends school and class regularly.

The The Georgia Mandatory School Attendance Law, O.C.G.A. §20-2-690.1, provides the following:

- A. Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthday shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her seventh and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-02-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegates, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

B. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater 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. Each day's absence from school in violation of this part 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 constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

PARENT AND STUDENT NOTIFICATION FORM

FORMA DE NOTIFICACIÓN PARA LOS PADRES DE FAMILIA Y LOS ESTUDIANTES

Cuando un estudiante este ausente, deberá traer una justificante escrito a la escuela explicando la razón de la ausencia este justificante deberá ser traído a la escuela durante tres días lectivos esto es por cada ausencia, este es un requisito de la norma del Distrito de la Escuela del Condado de Murria es la responsabilidad del padre\ guardián o de la persona en el control de un niño o niños de asegurar que la escuela reciba cada justificante escrito.

Los niños pueden ser dispensados temporalmente de la escuela (1) cuando ellos estén enfermos y si su asistencia a la escuela pudiese poner en peligro su salud o la salud de otros; (2) cuando en la familia cercana haya una enfermedad grave o muerte es una razón valida de estar ausente de la escuela; (3) en vacaciones especiales y actividades religiosas observadas por su fe; (4) cuando es puesto bajo el mandato por la orden de agencias gubernamentales (por ejemplo, de la inducción del examen físico. La orden militar del servicio o el tribunal); (5) la aprobación del director de la asistencia de la escuela relacionado con las experiencias.

Cada estudiante en el Condado de Murray recibió una Guía de Estudiante, que describe la norma de asistencia adoptada por el Distrito de la Escuela del Condado de Murray. Es la responsabilidad del estudiante/padre y guardián o la persona en el control para leer y entender el contenido de la guía. También para el propósito de controlar en la escuela y la asistencia de las clases, es la responsabilidad del padre/ guardián o la persona en el control de iniciar el contacto regular con el personal de la escuela para asegurar que su niño asista a la escuela y a las clases regularmente.

En el 2004 la Asamblea General de Georgia pasó una ley que entró en vigencia en el año de 2004-2005 para las escuelas. Esta ley es una ley para todo el estado y pertenece a cada distrito escolar en Georgia. El requisito no el resultado de una decisión local de la norma del Distrito Escolar del Condado de Murray. Esta Nueva Ley del Estado, O. C. G. A. §20-2-690.1, Proporciona lo Siguiente:

- C. Cada padre/ guardián, u otra persona que reside dentro de este estado y tiene el control o la carga de cualquier niño o niños entre los seis y dieciséis años los debe matricular y mandar a una escuela pública, a una escuela privada, o a un programa de estudio en el hogar que reúna los requisitos de una escuela pública, o de una escuela privada, o de un programa de estudio en el hogar; y tal niño será responsable de ser matriculado y asistir a una escuela pública, una escuela privada, o un programa de estudio en el hogar que reúne los requisitos de una escuela pública, de una escuela privada, o de un programa de estudio en el hogar. La pena para el incumplimiento con esta subdivisión como se proporciona en el Capítulo 11 del Título 15, a menos que el niño no sea matriculado y asista, y es causado por el padre del niño, por el guardián, o por otra persona, o el que embala al padre, el guardián, u otra persona será sólo responsable; Sin embargo proporcionado prueba y el examen físico para el servicio militar y el Guardia Nacional y tales ausencias son aprobadas y son dispensadas. Los requisitos de esta subdivisión se aplicarán a un niño entre sus siete y dieciséis años que ha sido asignado por un consejo de educación local o su delegado para asistir una escuela pública alternativa, programa establecido por ese consejo de educación local, inclusive una programa alternativo de una escuela pública proporcionado en la Sección 20-02-154.1 de Código a pesar de que sí tal niño ha sido suspendido o ha sido expulsado de otro Programa de alguna escuela pública por el consejo de educación local o sus delegados, padre, guardián, otra persona que reside en este estado que tiene el control o la carga de tal niño. Nada en esta sección del Código se interpretará para requerir un

consejo de educación local o su delegado a asignar a un niño para asistir a un programa de escuela pública alternativa antes de suspender o expulsar a al niño de la escuela.

- D. Ningún padre/guardián, ni otra persona que reside en este estado que tiene el control o la carga de un niño o niños y que violarán esta sección del Código será culpable de un delito y sobre la convicción del mismo será con sujeción a una multa no menos de \$25.00 y no más que \$100.00 el encarcelamiento no debe exceder 30 días, el servicio de la comunidad, o ninguna combinación de tales penas, en la discreción de la jurisdicción que tenga el tribunal. Cada ausencia a la escuela es una infracción de esta parte después que el sistema escolar del niño notifica al padre/guardián, u otra persona que tiene el control o la carga de un niño que a faltado cinco días sin Justificación, la ausencia de un niño constituirán una ofensa separada, después de dos tentativas razonables de notificar al padre/ guardián, u otra persona que tiene el control o la carga de un niño de cinco días sin justificante por la ausencia y no hay respuesta, el sistema escolar le mandará una nota por el correo certificado a tal padre/guardián, o a otra persona solicitamos que nos deje saber si la recibió y nos la regrese. Las escuelas públicas proporcionarán al padre/ guardián a otra persona que tenga el control la carga de un niño matriculado en la escuela pública un resumen escrito de consecuencias y penas posibles por fallar conformarse con la asistencia obligatoria bajo esta sección de Código para niños y sus padres/ guardianes, o para otras personas que tengan el control o la carga de niños. El padre/ guardián, u otra persona que tiene el control o la carga de un niño o niños firmarán un recibo, indicando la declaración escrita de consecuencias y penas posibles; niños que son de la edad de diez o más para el primero de septiembre firmará un recibo indicando la declaración de tal declaración escrita de consecuencias y de penas posibles. Después que dos tentativas razonables por la escuela para asegurar tal firma o las firmas, la escuela se considerará estar de acuerdo con esta subdivisión si manda una copia de la declaración, por correo vía certificada, recibo de regreso es solicitado a tal padre/guardián u otra persona que tiene el control o la carga de un niño, o de los niños. Las escuelas públicas retendrán copias firmadas de declaraciones hasta el fin del año escolar.

Firma: Padre/ Guardián _____ Fecha _____

Firma: Estudiante _____ Fecha _____

ATTENDANCE REVIEW COMMITTEE AGREEMENT

Student Name _____ Grade _____ DOB _____ Date _____

School _____ Parent/Guardian _____

Please check all that apply:

THE STUDENT SHALL:

- 1. Attend school and all assigned class periods every day.
- 2. Arrive at school and every class period on time.
- 3. Obey all school rules, dress codes and behave appropriately.
- 4. Complete and return all homework as directed.
- 5. Participate in the following counseling and educational programs:

- 6. Other: _____

THE PARENT/GUARDIAN SHALL:

- 1. Get child(ren) to school every day on time.
- 2. Escort and check child into school daily at _____
- 3. Not remove child from school early without providing the school with a valid excuse.
- 4. For all illness absences comply with one of the following three choices:
 - (A) Provide school with written verification by doctor/medical advisor; Or
 - (B) Bring child to school to be checked/released if ill. **Provide nurse with reliable, current contact information if the child needs to go home;** Or
 - (C) Take the child to the Murray County Health department for evaluation
- 5. For all absences: Contact school before 9:00 am to explain absence. School phone number _____.
- 6. Ensure all homework is completed and returned to school promptly as directed.
- 7. Participate in the following parenting and counseling programs _____.
- 8. Provide the school with written verification of counseling/parenting sessions attended.
- 9. Have child examined/treated by doctor/medical advisor for _____.
- 10. Inform school nurse about medication taken on a regular basis by child.
- 11. Bring child's medication to be given at school on a regular basis. Make sure that the child has refills available for the school nurse to administer.
- 12. Other _____.

THE PARTICIPATING SCHOOL OR AGENCY SHALL:

- 1. _____
- 2. _____

I understand that violations of this agreement shall result in the student and parent being referred to the Murray County Referral Committee. A referral to this committee could result in a referral to DFCS, DJJ, or to the court system for prosecution.

Student Signature

Parent/Guardian Signature

ARC Representative

ATTENDANCE REVIEW COMMITTEE AGREEMENT (ARC) ACUERDO DEL COMITÉ DE REVISIÓN DE ASISTENCIA (ARC)

Nombre del Estudiante _____ Grado _____ Fecha de Nacimiento _____

Fecha _____ Escuela _____ Padre de Familia/ Guardián _____

Por favor marque las opciones que se le apliquen:

EL ESTUDIANTE DEBERÁ:

- 1. Asistir a la escuela y a todos los periodos de clase asignados cada día.
- 2. Llegar a la escuela a tiempo y a cada periodo de clase asignado.
- 3. Obedecer todas las reglas escolares, códigos de vestimenta y de comportamiento.
- 4. Completar y regresar toda la tarea como se le indique.
- 5. Participar en los siguientes programas educativos y de conserjería

- 6. Otros: _____

EL PADRE DE FAMILIA/ GUARDIAN LEGAL DEBERÁ:

- 1. Llevar a su(s) hijo(s) cada día a tiempo a la escuela
- 2. Llevar al alumno(a) y registrarlo en la escuela _____
- 3. No levantar al alumno de la escuela temprano sin llevar a la escuela una razón válida.
- 4. Por todas las faltas de enfermedad deberá, cumplir una de estas tres opciones:
 - (D) Llevar a la escuela una nota escrita por un, doctor/asesor medico.
 - (E) Llevar al alumno(a) a la escuela, e ir por él(ella) si se sintiera mal. **Provéale a la enfermera la manera mas rápida y segura de comunicarse con usted, Sí necesitara usted regresar por el(la) alumno(a);**
 - (F) Llevar a su hijo(a) al Departamento de Salud del Condado de Murray para ser examinado/evaluado
- 5. Por **todas** las faltas: Llame a la escuela antes de las 9:00 am. para explicar la ausencia. El numero de teléfono de la escuela es _____.
- 6. Asegurarse de que toda la tarea este completa y regresarla a la escuela.
- 7. Participar en los siguientes programas de paternidad/consejeria: _____.
- 8. Darle a la escuela pruebas escritas de asistencia a los programas arriba mencionados.
- 9. Llevar a su hijo(a) a ser examinado/evaluado por un doctor/asesor medico por la siguiente condición medica _____.
- 10. Informar a la escuela de cualquier medicamento tomado en forma regular por el alumno.
- 11. Traer los medicamentos que necesite el alumno(a) a la escuela. Asegurarse de que haya suficiente medicamento en la escuela para cuando sea necesario.
- 12. Otra _____.

LA ESCUELA O AGENCIA PARTICIPANTE DEBERÁ:

- 1. _____

- 2. _____

Entiendo que cualquier violación a este acuerdo resultara en que el estudiante y el padre de familia sea referida al Comité de Referencias del Condado de Murray una referencia a este comité podría resultar en referencias a los departamentos de DFCS, DJJ, o a las Cortes Legales.

Firma del Estudiante

Firma del Padre/ Guardián

Representante del ARC

Murray County Schools
TAADRA Letter

To the Parent(s)/Guardian(s) of: _____ Date: _____

The Murray County School System believes that the progress of a student depends greatly on the punctuality and regularity of school attendance. If students are not present, they are missing valuable classroom instruction. This letter is notification that your child's attendance records indicate he/she has _____ excused absences and _____ unexcused absences. Therefore, your child is in danger of violating the attendance requirements of both state law and school protocol. One area attendance can impact is whether or not a student can obtain and/or keep a learner's license or driver's license. This is known as the *Teenage and Adult Driver Responsibility Act* (TAADRA) as outlined below:

I. When you apply for a learner's license or a driver's license your school must certify the following:

- You are not suspended from school.
- You have not dropped out of school without graduating and remained out of school 10 consecutive days.
- You had no more than 9 unexcused absences in the previous school year and no more than 9 unexcused absences in the present school year. (This means if you intend on applying for a drivers/learners license this summer or next school year you cannot have more than 9 unexcused absences this school year).
- You have not been found in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer. You have no admitted violation of any of the offenses listed below by signing a waiver. Your placement has not been changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property.
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student O.C.G.A. 40-5-22 (a.1)

II. When you have your learner's or driver's license: You will lose your license for a year if:

- **You drop out of school without graduating and remain out of school 10 consecutive days.**
- **You have more than 9 unexcused absences in the school year.**
- You are found to be in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer, or you admit violation of any of the offenses listed below by signing a waiver, or your placement is changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property.
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student.
O.C.G.A. 40-5-22 (a.1)

Please contact your child's school within five days of the posting of this letter if you have questions regarding any of your child's absences.

Sincerely,

Principal

**Murray County Schools
TAADRA Letter**

**Escuelas del Condado de Murray
Carta de TAADRA**

A los Padres /Guardián de: _____ Fecha : _____

El Sistema Escolar del Condado de Murray cree que el progreso de un estudiante depende de la puntualidad y regularidad de la asistencia a la escuela. Si los estudiantes no están presentes, ellos pierden la instrucción valiosa en el aula. Esta carta es la notificación de los registros de asistencia de su niño indican que él/ella tiene _____ ausencias con justificación y _____ ausencias sin justificación. Por lo tanto, su niño está en peligro de violar los requisitos de la asistencia de ambas leyes del estado y la norma de escuela. Esto puede perjudicar a un estudiante para poder obtener y/o mantener una licencia de estudiante o licencia de conductor. Esto se sabe por medio del Acta (TAADRA) Responsabilidad de Conductor de Adolescente y Adulto, de acuerdo como se planteó abajo:

I. Cuándo usted solicita una licencia de estudiante o una licencia de conductor, su escuela debe certificar lo siguiente: .

1. Usted no debe ser suspendido de la escuela.
2. Usted no se ha retirado de escuela sin graduar y no a permanecido fuera de escuela por 10 días consecutivos.
3. Para el **2006-2007** año escolar y todos los años después la escuela debe certificar que usted no tuvo más de 9 ausencias sin justificación en el año previo de escuela y no más de 9 las ausencias sin justificación en el presente año escolar. (Esto significa que si usted piensa solicitar una licencia de conductor / estudiante este próximo verano, usted no puede tener más de 9 ausencias a la escuela sin justificación.

Usted no ha sido encontrado cometiendo una infracción en cualquiera de las ofensas listadas arriba ante un Oficial del Condado de Murray. Usted no admite tener una infracción de las ofensas listadas arriba firmando una renuncia. Su colocación no se ha cambiado para la infracción de cualquiera de las ofensas listadas arriba.

- Amenazar, llamar la atención, o causar daños corporales a un maestro u otro personal de la escuela
- Posesión o la venta de drogas o alcohol en la propiedad de escuela.
Esto incluye es abajo la influencia de drogas o alcohol en la propiedad de escuela.
- La Posesión de un arma en la propiedad de escuela.
- Alguna ofensa sexual en el Capítulo 6 versículo 16 del Código de Georgia
- Causar daños corporales substanciales, físicos o visibles a o gravemente desfigurar a cualquier persona, inclusive otro estudiante O. C. G. A. 40-5-22 (a.1)

II. Cuándo usted tiene su licencia de estudiante o conductor: Usted perderá su licencia por un año Sí:

1. Usted se retira de escuela sin graduar y permanece fuera de la escuela por 10 días consecutivos.
2. Usted tiene más de 9 ausencias sin justificación en el año de escolar.
3. Usted es encontrado culpable de cualquier infracción de las ofensas listadas arriba será escuchado por el Oficial del Condado de Murray, o usted admite alguna violación de cualquiera de las ofensas listadas arriba, firmando una renuncia, o su colocación se cambian para la infracción de cualquiera de las ofensas listadas arriba.

Avise por favor a la escuela de su niño dentro de cinco días después de recibir esta carta sí, usted tiene cualquier pregunta con respecto a la ausencia de su hijo/a.

Sinceramente,

Principal

TAADRA Notice
TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT: (TAADRA)
Updated 9/19/05

I. When you apply for a learner's license or a driver's license your school must certify the following:

1. You are not suspended from school.

2. You have not dropped out of school without graduating and remained out of school 10 consecutive days.

3. For the 2006-2007 school year and all years thereafter the school must certify that you had no more than 9 unexcused absences in the previous school year and no more than 9 unexcused absences in the present school year. (This means if you intend on applying for a drivers/learners license this summer or next school year, you can not have more than 9 unexcused absences this school year).

4. You have not been found in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer. You have no admitted violation of any of the offenses listed below by signing a waiver. Your placement has not been changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student O.C.G.A. 40-5-22 (a.1)

II. When you have your learner's or driver's license: You will lose your license for a year if:

1. **You drop out of school without graduating and remain out of school 10 consecutive days.**
2. **You have more than 9 unexcused absences in the school year.**
3. You are found to be in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer, or you admit violation of any of the offenses listed below by signing a waiver, or your placement is changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student.
O.C.G.A. 40-5-22 (a.1)

DATE _____

PARENT/GUARDIAN _____

STUDENT _____

TAADRA Notice
TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT

**NOTICIA TAADRA: LA RESPONSABILIDAD DE LOS CONDUCTORES
ADULTOS Y ADOLESCENTES:
(TAADRA) Actualizada 9/19/05**

I. Cuándo Usted solicita una licencia de conductor, la escuela debe certificar lo siguiente:

1. Que Usted no haya sido suspendido de la escuela.
2. Que Usted no se haya retirado de la escuela sin graduarse y no a permanecido fuera de la escuela por 10 días consecutivos.
3. Para el año escolar 2006-2007 y todos los años después, la escuela debe certificar que usted no tubo más de 9 ausencias sin justificación en el año previo de escuela y no más de 9 ausencias sin justificación en el año presente escolar. (Esto significa si Usted piensa o solicita una licencia de conducir. Los estudiantes en el próximo verano del año escolar, no pueden tener más de 9 ausencias sin justificación ese año)
4. Sí Usted no ha violando una infracción de cualquiera de las ofensas escritas abajo conducido por el Oficial del Condado de Murray. Usted no tiene infracción admitida de cualquiera de las ofensas listadas abajo ni ha firmado una denuncia. Si su situación no ha cambiado en la infracción de cualquiera de las ofensas escritas abajo.
 - Amenazar, llamativo, o causar daños corporales a un maestro u otro personal de la escuela.
 - La posesión o la venta de drogas o alcohol en la propiedad de escuela. Esto incluye estar bajo la influencia de drogas o alcohol en la propiedad de escuela.
 - La posesión de un arma en la propiedad de la escuela, alguna ofensa sexual bajo el Capítulo 6 Titulan 16 del Código del Estado de Georgia
 - Causar daños corporales substanciales, físicos o visibles a o gravemente desfigurar a cualquier persona, inclusive otro estudiante
 - O. C. G. A. 40-5-22 (a.1)

II. Cuándo usted tiene su licencia de estudiante: Usted puede perderla por un año sí:

1. *Usted se retira de la escuela sin graduarse y permanece fuera de la escuela por 10 días consecutivos.*
2. *Sí Usted tiene más de 9 ausencias sin justificante en el año escolar.*
 - **Sí Usted es encontrado culpable por una infracción de cualquiera de las ofensas dadas arriba será llevado ante un tribunal por el Oficial de la Corte del Condado de Murray o sí Usted admite la infracción de cualquiera de las ofensas escritas arriba firmando una renuncia, su posesión se cambia por la infracción de cualquiera de las ofensas escritas arriba.**

Fecha_____

Padre/ Guardián _____

Estudiante_____

Murray County School System
Attendance Protocol
Truancy Reduction Protocol Signatures
(Page 1 of 2)

In signing this protocol, we, the undersigned, commit our agencies/
departments to the procedures outlined in the Attendance Protocol.

_____	_____
Murray County Superior Court	Date
_____	_____
Murray County Juvenile Court	Date
_____	_____
Murray County District Attorney's Office	Date
_____	_____
Georgia Dept. of Juvenile Justice	Date
_____	_____
Murray County Sheriff's Office	Date
_____	_____
Murray County Board Of Education	Date
_____	_____
Murray County Schools	Date
_____	_____
Murray County Schools	Date
_____	_____
School Social Worker	Date
_____	_____
Murray Co. Dept. of Family & Children Services	Date

**Murray County School System
Attendance Protocol
Truancy Reduction Protocol Signatures**
(Page 2 of 2)

In signing this protocol, we, the undersigned, commit our agencies/
departments to the procedures outlined in the Attendance Protocol.

_____	_____
Murray County Mental Health	Date
_____	_____
Murray County Health Department	Date
_____	_____
Murray County Family Connection	Date
_____	_____
Murray County Chamber of Commerce	Date
_____	_____
Murray County Juvenile Court Administrator	Date
_____	_____
Police Chief, City of Chatsworth	Date
_____	_____
Police Chief, City of Eton	Date
_____	_____
Magistrate Court Judge	Date