



NORTHWESTERN MIDDLE SCHOOL
12805 BIRMINGHAM HIGHWAY • MILTON, GEORGIA 30004
(770) 667-2870 FAX (770) 667-2878

Bruce Fraser
Principal

STUDENT ATTENDANCE PROTOCOL

Children must regularly attend school in order to learn, do well academically, and acquire the skills needed to excel in their futures. To that end, the state of Georgia has a compulsory attendance law (**O.C.G.A. (§20-2-690.1)**) that governs school attendance.

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

Excused Tardy: Late arrival to school or class as a result of events such as inclement weather, documented transportation delays, health related emergencies, documented power outage, compliance with a court order.

Unexcused: Arriving late to school or class with or without the knowledge of parent/guardian. Oversleeping, parent errands, car trouble are not considered excused tardies. **15 unexcused tardies** result in a referral to social worker...

Any student who is subject to the compulsory attendance law who has more than **five days** of unexcused absences during calendar school year is **Truant**.

Excused: Absences due to:

- a. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others. Upon the student's return to school, appropriate medical documentation may be required within three days of the absence
- b. Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absences as an excused absence within three days of the student's return to school.
- c. Court order by a governmental agency mandating the student's absence from school.
- d. Special or recognized religious holidays observed by the faith of the student.
- e. Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.
- f. An absence not to exceed one (1) day for registering to vote.
- g. Other absences to be determined by, and at the discretion of, the local school

Unexcused:

- a. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
- b. School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy.

"By working together, individuals at Northwestern will be respected and motivated to achieve"

Dale Becker
Assistant Principal

Kindra Smith
Assistant Principal

Jodi Edge
Assistant Principal

Early Checkouts: Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian.

a. To be considered “in attendance” for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day. A parent or legal guardian may be required to bring appropriate documentation showing the necessity of an early checkout at the time the student is released from school.

Grades and Absences: Final student course grades shall not be penalized because of absences if the following conditions are met:

- a. Absences are justified and validated for excusable reasons.
- b. Make-up work for excused absences is completed satisfactorily.
- c. Local school boards are not required to provide make-up work for unexcused absences.
- d. In the instances where the above conditions are not met, penalties and consequences are to be determined and imposed by the local school boards. system’s policy.

When a student has reached five or more unexcused absences, Northwestern Middle School will notify the parent, guardian or other person who has control or charge of the student. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts, (including but not limited to: phone calls to the parent or guardian, letters to the parent or guardian, either through US mail or sent home with the child or both, home visits, etc.) to notify the parent, guardian or other person who has charge or control of the student, a written notice will be sent via **certified mail with the return receipt requested.**

After 7 unexcused absences: by children 14 and older, schools and school social workers shall notify students that they have only three unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22.

After 10 unexcused absences: a letter will be sent from a school administrator to the parent or guardian regarding attendance. If the student is between 14 and 18 years of age and the ten unexcused absences are within one semester or two quarters, his/her eligibility to obtain or retain an instruction permit or diver’s license may be impacted. Also, after 10 unexcused absences a referral shall be made to the school social worker using the school social worker referral form. If a referral is made, an administrator must sign the form and all relevant correspondence and documentation must be attached. The social worker will work with the student and family in order to address the attendance problems.

For additional information regarding Fulton County School System’s attendance protocol go to www.fultonschools.org, Click School System Links then Student Attendance Protocol

Student Signature _____ Parent Signature _____

Date: _____

Date: _____ -