

**TROUP COUNTY SCHOOL SYSTEM
ELEMENTARY SCHOOL
TRUANCY PROTOCOL
Absences, Tardies, Early Dismissals**

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. and 20-2-690, *et. seq.*, a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not to exceed \$100.00 per day, or imprisonment not to exceed thirty (30) days, or both, if found guilty of violating the Compulsory Attendance statute. Each day's absence shall be considered a separate offense as related to the penalty. (For example, a parent whose child has missed 10 days of school can be fined 10 X \$100.00 or \$1,000.00).

The school's principal will be responsible for designating personnel to administer this protocol.

A student may be absent from school for the following reasons:

- ✓ The student is ill, and attendance in school would endanger his/her health or the health of others.
- ✓ A death in student's immediate family.
- ✓ Celebrating a religious holiday of the faith embraced by the student.
- ✓ Conditions which render attendance impossible or hazardous to student's health or safety (such as severe weather).
- ✓ Medical, dental or court appointments.
- ✓ Military connection of parent or legal guardian necessitates an absence.

The law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. The Troup County School System Truancy Protocol will be enforced as outlined below:

1. At the beginning of the school year, parents or guardians along with students who are 10 years or older will be asked to sign the Troup County Truancy Protocol, and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) absences, five (5) tardies, and/or five (5) early dismissals, the school will notify the parent or guardian by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school.
3. After five (5) absences, seven (7) tardies, and/or seven (7) early dismissals, the school will require the parent to sign the Truancy Notice. Documentation will be kept on file at the school.
4. If two (2) reasonable attempts to notify the parent or legal guardian of absences, tardies and/or early dismissals produce no response, the school will send the Truancy Notice to the parent or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. If the above attempts are met with continued non-compliance by the parent or legal guardian of a child between the ages of 6-16 as evidenced by continued absences, the school may contact law enforcement.
6. Law enforcement's parent or guardian contact information will be provided to the school and kept on file at that school.
7. Upon the next absence, tardy, and/or early dismissal after law enforcement has delivered a letter to the parent or guardian, a warrant may be issued.

Parent/Guardian Signature

Date

Student Signature (if 10 years or older)

Grade

Revised 8/09