



Toombs Judicial Circuit

STUDENT ATTENDANCE PROTOCOL

Updated: July 2019

Committee Chairman
Honorable Harold A Hinesley
Chief Judge, Superior Courts
Toombs Judicial Circuit
Post Office Box 480

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Section 1.0 - Purpose and Organization

The Official Code of Georgia Annotated, Section 20-2-690.2 (O.C.G.A. section 20-2-260.2) establishes a Student Protocol Committee for each County in Georgia. The purpose of this Protocol Committee is 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 that are required to be administered under the laws of the State of Georgia.

The Student Attendance and School Climate Committee shall be organized as provided by O.C.G.A. section 20-2-690.2. The Chief Judge of the Superior Court of each County shall establish a Student Attendance and School Climate Committee for the County. Each of the following agencies, officials or programs shall designate a representative(s) to serve on the committee, to wit:

- The Chief Judge of the Superior Court
- The Juvenile Court Judge
- The District Attorney
- The Department of Juvenile Justice
- The Superintendent, a Certified School Employee, a Certified School Social Worker, and a Local School Board Member
- The Sheriff of the County
- The Chief of Police of each Municipality within the County
- The Department of Family and Children Services
- The County Board of Health

- The County Mental Health Organization
- Family Connection
- The Court Appointed Community Based Risk Reduction Program
- Additional Members as may be necessary to accomplish the purposes of the Committee

Each Committee shall by June 1, 2005, adopt a written Student Attendance Protocol for its County School System, which shall be filed with the Department of Education. The Protocol shall outline in detail the procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of Code Section 20-2-690.1, relating to mandatory school attendance. The Protocol shall outline in detail methods for determining the causes of failing to comply with compulsory attendance and appropriately addressing the issue with children and their parents or guardians. The Protocol shall also include recommendations for policies relating to tardiness. The Department of Education shall provide model school protocols if requested by the Committee.

A copy of the Protocol shall be furnished to each agency, official, or program within the County that has any responsibility in assisting children and parents or guardians in complying with Code Section 20-2-690.1.

The committee shall write the summary of possible consequences and penalties for failing to comply with compulsory attendance under code section 20-2-2690.1 for children and their parents, guardians, or other persons who have control or charge of children for distribution by school in accordance with code section 20-2-690.1. The summary of possible consequences

for children shall include possible dispositions for unruly children in accordance with code section 40-5-22.

The committee shall continue in existence after writing the Student Attendance Protocol. The Chief Judge of Superior Court of each County shall ensure that the committee meets at least quarterly during the first year, and twice annually thereafter, to evaluate compliance with the Protocol, effectiveness of the Protocol, and appropriate modifications. Each local Board of Education shall report student attendance rates to the committee and the State Board of Education at the end of each school year, according to a schedule established by the Board of Education.

Board Of Education

McDuffie County Board of Education will monitor student attendance daily. Codes for attendance used in the student information system (Power School) will be used to indicate excused absences, unexcused absences, tardiness, and early dismissals. The Board of Education will adopt policies and procedures outlining how attendance will be monitored and addressed. Each school will create a building level procedure in accordance with this policy. Individual schools will develop attendance incentives to encourage good attendance.

Parents and guardians will be given notice of the attendance procedures, a list of excused absences, and possible consequences and penalties of excessive absences upon enrollment and registration each school year pursuant to O.C.G.A. section 20-2-690.1. All students age ten or above, as of September 1 of the school year, will also receive this notice. The schools will make reasonable efforts to ensure that notice was received and understood by requesting signatures from parents / guardians and students (age 10 or older) acknowledging receipt. After two attempts to obtain signatures, a copy will be mailed to the parent/guardian.

Section 2.0 - Definition of Terms and Information

Absence: A student is considered absent any time he or she is missing from any assigned class or school activity, with or without permission.

Attendance Support Team (AST): AST is responsible for implementing and monitoring policy to reduce tardy days, early checkouts, and truancy.

Detention: Work / study session outside of regular school hours.

Early Dismissal: When a student is checked out early before the end of the school day.

Exception: Students shall be counted present when they are serving as pages for the Georgia General Assembly, working with McDuffie Youth Leadership or on educational trips.

Exception for suspension: School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Excused Absence: An excused absence is an absence that is the result of one of the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others. (Medical, counseling, dental, and other agency appointments that cannot be scheduled before / after school hours).
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A period not to exceed one day is allowed for registering to vote or voting in a public election.

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 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 to visit with his or her parent prior to such parents deployment or during such parents leave.

8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U.S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies at 501(c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the students attendance record.

9. Students shall be counted present when they are serving as pages of the Georgia General Assembly.

10. Students in foster care shall be counted present when attending court proceedings related to foster care.

11. Educational trips if approved by the school administrator after the parent / guardian submits the required form.

Written documentation of absences should be turned in to the school upon return of such absence. Examples of written documentation include a parent note, explaining a child's absence, a doctor's excuse, a hospital intake form of an immediate family member, an obituary of an immediate family member, a copy of a court order or subpoena, government documentation the student served as a page or had a pre-induction physical examination for the armed forces.

Excused Tardy: A tardy is excused when a student arrives late to a school with a valid excuse (see "Tardies and Early Dismissals").

Expulsion: Permanent removal from school.

In school Suspension: Removal of a student from their regular classes and assignment of the student to an alternative program isolated from peers.

Out of school Suspension: During the period of suspension, the student is excluded from all school sponsored classes and / or activities. Students having out of school suspension will receive 0's for work missed as required by the McDuffie County Board of Education policy. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. (S.B.O.E. 160-5-1-.10)

Parent: 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 legal 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.

School Policies: The McDuffie County School System will adopt policy and procedures outlining the specific steps to be taken to monitor and address student attendance on a daily basis.

Tardy: A student is tardy when he or she is not present in the assigned class or school activity at the designated time.

Truant: Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences is considered truant. (S.B.O.E. 160-5-1-.10)

Unexcused Absence: Absence without a valid excuse is considered unexcused.

Unexcused Tardy: A tardy when a student arrives late to school without a valid excuse. (Examples include over-sleeping, traffic congestion, errand for parents.)

Section 3.0 – Attendance Procedures

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parents/guardian. While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may, at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern. The following attendance procedures shall be observed and practiced according to school grade.

Section 3.1 Attendance Procedures

- At the beginning of the year and/or upon enrollment, the school will review the attendance procedures, list of excused absences and possible consequences and penalties

of excessive absences with the students. This attendance information will be sent home to parents/guardians. Students 5th grade and older, and parents/guardians will sign the enrollment form indicating that they have received the attendance information. After two attempts to obtain signatures, a copy will be mailed to the parent/guardian.

- When a student has obtained five (5) absences, the school will send a letter to the parent/guardian.
- A handwritten note from a parent is acceptable for an absence.
- When a student has eight (8) absences the school will send a letter to the parent/guardian, notifying the parent/guardian that a school social worker referral will be made.
- When a student has eight (8) absences, a referral will be made to the School Social Worker who will schedule an Attendance Support Team meeting with the parent/guardian. The school will forward as part of the referral to the School Social Worker, the notification letters to parent/guardian of the student having 5 or 8.
- When a student has 12 absences the school will send a letter to the parent/guardian, notifying the parent/guardian that a referral to the Department of Family and Children Services may be made.
- When a student has 12 absences, the School Social Worker may schedule an Attendance Support Team meeting with the parent/guardian.
- At 15 absences, the Toombs Judicial Circuit Juvenile Court Truancy Protocol will be followed.
- Prior to any action to commence judicial proceedings to impose a penalty on the parent or other person who has control or charge of the student for failing to comply with the

compulsory attendance law, the school system will notify the parent by certified mail and return receipt requested.

Section 4.0 – Interventions and Supports

4.1 – Students

- Through Positive Behavior, Interventions and Supports (PBIS), students will be recognized for improving attendance/perfect attendance as determined by each school’s PBIS plan and individualized reward plan.

Section 5.0– Consequences and Penalties for Excessive Absences

Section 5.1 - Parents / Guardians

- Referral to the Attendance Support Team meeting for parents/guardians of children under age 16.
- Charges may be filed against the parents/guardians if their child is under age 16 and has excessive absences.
- Judges may invoke the following consequences for each separate offense:
 - o \$25 - \$100 fine per unexcused absence
 - o Imprisonment not to exceed 30 days
 - o Community Service
 - o Probation
 - o Any combination of the above
 - o Any additional consequence authorized by OCGA-20-2-690.1
- Each subsequent absence shall constitute a separate offense.

- If juvenile charges are filed against the student under, the parents/guardians may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

- **Section 5.2 – Students**

- Referral to the Attendance Support Team meeting for students under age 16.
- Students may earn poor grades and test scores resulting in being retained.
- Suspension from participating in extra-curricular activities pursuant to applicable school policy.
- Charges may be filed in Juvenile Court if a student is under age 16 and has excessive absences.
- Toombs Judicial Circuit Juvenile Court Truancy Protocol
- Each subsequent absence shall constitute a separate offense.

Section 6.0 – Attendance Support Team (A.S.T.)

The Attendance Support Team will be chaired by the School Social Workers. The AST should include the following members: School Social Worker, School Counselor, and other designated professionals as deemed appropriate (DFCS, DJJ, SBH, etc). Each AST will meet monthly to review attendance issues. The AST is responsible for implementing and monitoring policy to reduce tardy days, early checkouts, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings in accordance with established laws and procedures. The AST is directly responsible for reviewing cases of students with eight (8) or more absences.

The AST will review the student’s attendance, grades, and discipline record with the parents/guardians and/or student depending on the student’s age and circumstances surrounding the attendance issue. The AST will give suggestions and inform the family of referral resources when needed and appropriate. The law and possible consequences of further absences will be discussed. A contract will be signed with the parents/guardians, student (if present), and the School Social Worker.

Section 6.1 – Attendance Support Team Contract

The following is the suggested Attendance Support Team Contract to be used with students and parents/guardians.

ATTENDANCE SUPPORT TEAM CONTRACT

Student Name: _____ Grade _____ DOB _____

Date _____

School _____ Parent/Guardian _____

Please check all that apply:

THE STUDENT SHALL:

1. _____ Attend School and all assigned class periods everyday.
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. _____ Comply with daily sign in sheet procedures as directed.

6. _____ Participate in the following counseling and education programs:

7. _____ Other: _____

THE PARENT/GUARDIAN SHALL:

1. _____ Get child to school every day on time.
2. _____ Escort and check child in at school daily at _____ o'clock a.m.
3. _____ Do not remove child from school early without providing the school with a valid excuse.
4. _____ For all illness absences:
 - a) Provide school with written verification from medical official; OR
 - b) Send child to school to be checked / released if ill; OR
 - c) Call School Social Worker or School Nurse to have a home visit or check of child.
5. _____ For all absences: contact the school attendance officer to explain absence.
6. _____ Ensure all homework is completed and returned to school promptly as directed.
7. _____ Participate in parenting and / or counseling programs with child.
8. _____ Provide the school with written verification of counseling or parenting session attended.
9. _____ Inform school administrator about medication prescribed and taken by child.
10. _____ Attend all meetings scheduled by the school.
11. _____ Other: _____

THE PARTICIPATING SCHOOL SHALL:

1. _____

2.

3.

I understand that violations of this agreement may result in the student and parent being referred to the Legal System:

Student Signature Parent/Guardian Signature AST Representative

- If the parent/guardian does not cooperate with the AST contract and the student has continued absences (fifteen or more), the School Social Worker may request a meeting with the CHIN’s Prosecutor and the parent/guardian. The School Social Worker will call the CHINS Prosecutor office to schedule a meeting.

Section 7.0 – Toombs Judicial Circuit Juvenile Court Truancy Protocol

PART I.

1. Pursuant to O.C.G.A. § 15-11-2(11), and for the purposes of this protocol, a “Child in Need of Services” (CHINS) is:
 - a. A child adjudicated to be in need of care, guidance, counseling, structure, supervision, treatment, or rehabilitation and who is adjudicated to be:
 - i. Subject to compulsory school attendance and who is habitually and without good and sufficient cause truant, as such term is defined in Code Section 15-11-381, from school;

2. Pursuant to O.C.G.A. § 15-11-381(6), a “Truant” is:
 - a. A child having ten or more days of unexcused absences from school in the current academic year.
3. Beliefs underpinning this Protocol:
 - a. Children shall have a voice in matters which affect them and their views shall be given appropriate weight in accordance with their age and maturity. Decisions should be made deliberately, not by default.
 - b. It is the purpose of this Protocol to support the family, not supplant the family.
 - c. Mandatory attendance in a public school, private school, or home study program is required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where a child has successfully completed all requirements for a high school diploma. O.C.G.A. § 20-2-690.1(a)
4. General guidelines:
 - a. Resource Inventory: The Toombs Judicial Circuit shall develop a Resource Inventory which identifies the names of service providers, eligibility requirements to qualify for and receive those services, and community- funding sources to pay for those services.
 - b. Support Person for the child: A child involved in a case subject to this protocol may bring a support person of his or her choice to all meetings on the case attended by the child.
 - c. The actions and remedies described in this protocol are considered to be cumulative in nature, and nothing in this protocol prohibits a school or other appropriate entity from initiating criminal action when there is probable cause to believe a parent is in violation of O.C.G.A. § 20-2-690.1

Part II. CHINS INITIATED CASES

1. CHINS complaint for truancy:
 - a. Under this Protocol, a complaint based on truancy shall be filed by a school official, law enforcement officer, or District Attorney. This complaint shall be prosecuted by the CHINS prosecutor (appointed by the Court to prosecute these cases on an as needed basis).
2. Child Advocacy and Legal Representation:

- a. Each child shall be represented in CHINS initiated cases by an attorney. An attorney will be appointed to each child that is not financially able to retain an attorney for representation;
 - b. A Guardian ad Litem shall be appointed in all cases affected by this protocol;
 - c. A Court Appointed Special Advocate may be appointed in all cases affect by this protocol.
3. Procedure for a filed CHINS complaint:
- a. All complaints shall be signed and filed with the Clerk of this court. A copy of the complaint shall be provided to the parent or legal guardian of the child.
 - i. The Court's Intake Officer shall schedule an appointment with the parent or legal guardian to conduct an intake and screening of the case. The Intake Officer shall begin the Case Assessment Process, gathering relevant information by interviewing the child and the parent or legal guardian, obtaining the necessary releases of information, gathering school and agency records, gathering records of any prior Juvenile Court involvement, and gathering records of any mental health intervention involving the child. The child and parent or legal guardian shall be advised in writing of the requirements for mandatory school attendance and the possible consequences for noncompliance pursuant to O.C.G.A. §20-2-690.1.
 - ii. After intake and screening, the Intake Officer shall either recommend that a petition be filed or not.
 1. If the Intake Officer recommends that a petition be filed, the CHINS prosecutor shall file the petition and schedule the matter for hearing on the next available court calendar. Notice and opportunity to be heard shall be provided to the child and parents or legal guardian as is provided for delinquency and dependency cases before the Court.
 2. Prior to hearing on the petition, the case shall be staffed to discuss the case and work to identify resources available to the child and family to address the issues raised in the petition. The parents and the child shall participate to the extent and in the manner deemed appropriate on a case-by-case basis.

4. Procedure when a CHINS petition is filed:
 - a. When must the petition be filed?
 - i. Within 30 days of the filing of the complaint with the Court intake officer
5. Adjudication hearing:
 - a. The adjudication hearing shall be held no later than 30 days after the filing of the petition alleging CHINS.
6. Disposition hearing:
 - a. If the Court finds the child is a CHINS, the disposition hearing shall be held at the time of adjudication, if appropriate, and in any event completed within 30 days of the conclusion of the adjudication hearing.
 - b. The Court shall order the least restrictive and most appropriate disposition, which disposition may include:
 - i. Permitting the child to remain with his or her caregiver without limitation or condition;
 - ii. Permitting the child to remain with his or her caregiver subject to the limitations and conditions as the Court may prescribe;
 - iii. Placing the child on probation or unsupervised probation on such terms and conditions as deemed in the best interests of the child and the public. An order granting probation to a CHINS may be revoked on the ground that the terms and conditions of the probation have not been observed;
 - iv. Requiring that the child perform community service in a manner prescribed by the Court and under the supervision of an individual designated by the Court;
 - v. Requiring the child to attend structured after-school or evening programs or other court approved programs as well as requiring supervision of the child during the time of day in which he or she most often used to perform the acts complained of in the CHINS petition;
 - vi. Any order authorized for the disposition of a dependent child;
 - vii. Any order authorized for the disposition of a delinquent child except that a CHINS shall not be placed in a secure residential facility or a non-secure residential facility, nor shall the facility accept the child; or

- viii. Any combination of the dispositions set forth in paragraphs (i) through (viii) of this subsection as the Court deems to be in the best interests of the child and the public.
 - c. All dispositional orders shall include written findings of the basis for the disposition, the conditions imposed by the Court and a specific plan for the services to be provided.
- 7. Dispositional Orders:
 - a. Duration:
 - i. An order of disposition shall be in effect for the shortest time necessary to accomplish the purposes of the order and for not more than two years. A written disposition order shall state the length of time the order is to be in effect.
 - b. Extension of Orders: An order of extension may be issued if -
 - i. A hearing is held prior to the expiration of the order, upon motion by any of the parties, or the Court on a sua sponte basis.
 - ii. Reasonable notice of the factual basis of the motion and reasonable notice of the hearing and the opportunity to be heard must be given to all parties.
 - iii. The Court finds the extension is necessary to accomplish the purposes of the order extended.
 - iv. The extension shall not exceed two years from the expiration of the prior order.
 - c. Termination of Orders:
 - i. The Court may terminate an order of disposition or an extension of the disposition order prior to its expiration either upon motion by the Court on a sua sponte basis or on application of a party, if it appears to the Court that the purposes of the order have been accomplished.
 - ii. When a child adjudicated to be a CHINS reaches 18 years of age, all orders affecting the child that are then in force shall terminate and the child shall be discharged from further obligation or control.
- 8. Probation Revocation:

- a. An order granting probation to a child adjudicated to be a CHINS may be revoked on the ground that the conditions of probation have been violated.
- b. Procedure for a motion for revocation of probation:
 - i. Any violation of a condition of probation must be reported to the CHINS prosecutor and may also be reported to any person authorized to file a petition (as described in Part II(1) above) alleging that a child is a CHINS.
 - ii. The motion for revocation of probation shall contain specific factual allegations constituting each violation of a condition of probation.
 - iii. The motion for revocation of probation shall be served upon the child, his or her attorney and the parent, guardian or legal custodian in accordance with O.C.G.A. § 15-11-424.
 - iv. The motion for revocation of probation shall be prosecuted by the CHINS prosecutor.
- c. Hearing on a motion for revocation of probation:
 - i. A revocation hearing shall be scheduled to be held no later than 30 days after the filing of the motion to revoke probation.
 - ii. If the Court finds beyond a reasonable doubt that a CHINS violated the terms and conditions of probation, the Court may:
 - 1. Extend the child's probation;
 - 2. Impose additional conditions of probation; or
 - 3. Make any disposition that could have been made at the time probation was imposed.

9. Reviews:

- a. The Court shall review the disposition of a child adjudicated to be a CHINS at least once within three months after the disposition and then at least every six months thereafter, so long as the order of disposition is in effect.

Section 8.0 – Tardy and Early Dismissal Procedures

Section 8.1 – Late Arrival Procedure:

Elementary School students must be checked in by a parent/guardian. Middle and High School students are required to check in at the front office when arriving to school after the beginning of the official school day.

Section 8.2 - Early Dismissal Procedure:

In order to leave school early:

- Students should bring a note from the parent/guardian stating the reason and time for the early dismissal parent/guardian can come to the school to pick up their child and explain the reason for the early dismissal.

The note must be turned in to the appropriate office for verification and approval. Elementary School and Middle School students must be signed out by a parent/guardian at the front office before leaving campus.

Section 8.3 - Excused Tardies and Early Dismissals:

A tardy or early dismissal may be considered excused for any of the following reasons: (1) when personally ill and when attendance in school will endanger their health, the health of others, or for medical, dental, or counseling appointments; (2) when in their immediate family there is a serious illness or death which will reasonably necessitate a tardy or early dismissal from school; (3) when mandated by governmental agencies, child protective services, or by Court order; (4) when prevented from school attendance due to conditions rendering attendance

impossible or hazardous to their health or safety. Written documentation should be provided to the school for tardies or early dismissals in the same manner as for any absences.

Section 9.0 – Tardy and Early Dismissal Consequences

Consequences are listed in the each school’s handbook.

Section 10.0 – Driver’s License / Permit

OCGA 40-5-22

SB 100

Effective July 1, 2015, schools are simply required to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Students will no longer have their driver’s license or learner’s permit suspended for excessive unexcused absences or discipline infractions. Minors who are enrolled in a home education program must provide proof that they are enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program.

Section 11.0 – Educational Trips

Parents/guardians must complete the appropriate forms for an Educational Trip and submit the request to the school principal at least one week before the trip.

A school administrator must approve the educational trip in order for the absences to be excused. The administrator will review the student's attendance record prior to approving the trip.

One educational trip per school year may be excused, not to exceed a total of five (5) school days.

Trips will not be excused during the last week of a nine (9) week grading period because of exams.

All work missed must be made up in order for credit to be given.

In addition, the student must keep a log of activities that occurred which are related to his/her educational experiences, if required to do so by the school. The student may also be required to write a paper concerning these activities or may be given another age appropriate assignment by the teacher or administrator. These documents must be presented to the administrator in a similar manner as all other makeup work.

Section 12.0 – Student Withdrawals

McDuffie County Schools will withdraw a student who:

- Has missed more than ten (10) consecutive days of unexcused absences;
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the Federal Individual with Disabilities Education Act (IDEA).

- Each principal or designee shall use his/her best efforts to notify the parent/guardian if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

Schools are authorized to withdraw a student subject to compulsory school attendance if the principal or designee has determined the student is no longer a resident of the local school system or enrolled in a private school or home study program.

Schools shall withdraw students retroactive to the first day of the consecutive absences.

Section 13.0 – Community Support

Department of Juvenile Justice – The Department of Juvenile Justice (DJJ) will have a representative serve on the Attendance Support Team and will inform students of consequences if they receive a truancy complaint.

Department of Family and Children Services – The Department of Family and Children Services (DFCS) will have a representative serve on the Attendance Support Team. DFCS will evaluate referrals on educational neglect when there are concerns in the home-school program. DFCS will also evaluate school system referrals on families with chronic tardies and/or early dismissals.

Health Department – The Health Department will serve as a consultant regarding health issues identified by the Attendance Support Team and the School System. The Health Department will work in conjunction with School Staff to promote general health and safety for students, school staff, and the community.

Law Enforcement – Law Enforcement will approach school age children they see in the community during school hours. They will inquire of the child as to the reason they are not in school. Law Enforcement will transport the child home and talk with the parent/guardian as to the reason for the child's absence. This information will be shared with the child's school. If a parent/guardian is not at home and the child is enrolled in a public school, Law Enforcement will transport the child to the appropriate school.

Family Connection – Family Connection will consult on the Attendance Support Team. Through this participation, strengths and weaknesses will be identified to assist with the tracking of the benchmark related to students completing High School in a timely manner. Evaluation services will also be provided to monitor the outcomes of attendance in the school system and address barriers regarding truancy.

2019 McDuffie County Attendance Protocol Committee Signature Sheet

In signing this protocol, we, the undersigned, commit our agency/department to the procedures outlined above.

McDuffie County Superior Court Date

McDuffie County Juvenile Court Date

McDuffie County District Attorney Date

Department of Juvenile Justice Date

McDuffie County Sheriff's Office Date

McDuffie County Board of Education
Superintendent Date

McDuffie County Board of Education
Board Member Date

McDuffie County Board of Education
School Social Worker Date

McDuffie County Board of Education
School Social Worker

Date

McDuffie County Department of
Family and Children Services

Date

McDuffie County Mental Health

Date

McDuffie County Health Department

Date

McDuffie County Family Connection

Date

City of Thomson Police Department

Date