

# **Pataula Charter Academy Student Attendance Policy**

**Purpose:** Pataula Charter Academy (PCA) believes that regular school attendance is directly related to success in academic work, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance for the benefit of the student.

**Policy Statement:** It is the policy of PCA to expect students to be punctual and present for the entire school day. As such PCA, Parents, Guardians, and Students shall operate under the following:

## **The School Day**

The official PCA school day shall begin at 7:55 a.m. and end at 3:35 p.m.

\*Students must be in their assigned classroom by the beginning of the official school day to be considered on time.

**Students ARE NOT allowed to enter or be left at school before 7:30 a.m.**

## **Tardies**

A student is considered tardy when he/she fails to arrive to their assigned classroom by the start of the official school day. In the event that a student is tardy he/she:

- MUST be signed in by a parent or legal guardian at the front office, or
- If the student has driven to school he/she MUST sign their self in at the front office.

## **Excused Tardies**

For a tardy to be classified as Excused the reason for late arrival must be the result of any reason listed herein as an accepted excuse for absence. In the event of a doctor or dental appointment or court ordered appearance an appointment card or other form of verification should be presented to the office to be kept in your child's file.

## **Unexcused Tardies**

Tardies due to oversleeping, missing the bus, car trouble, or any other reason not classified as an Excused Tardy shall be Unexcused.

## **Early Dismissals**

In the event that a student leaves the school after 11:30a.m. but prior to regular dismissal time it shall be classified as an Early Dismissal. Any student leaving the campus early must sign out with the front office otherwise the student will be considered truant. Any student who leaves campus without properly checking out will receive disciplinary action.

## **Absences**

A student shall be marked absent as follows:

1. If the student does not come to school for the day,
2. If the student is checked out of school before 11:30 a.m.,
3. If the student is checked in to school after 11:30a.m., or
4. If the student accumulates 5 unexcused tardies and/or early dismissals the time out of school due to unexcused tardies and early dismissals will be calculated and every 4 hours accumulated will be counted as one (1) unexcused absence.

Absences will be designated as Excused or Unexcused. In the event of each absence, the student must return with a written note within 3 days of the absence that is signed and dated by a parent, guardian, or doctor.

## **Excused Absences**

State law governs Excused Absences from school therefore; absences shall be considered Excused as defined by law and in the rules of the Georgia Board of Education. A student may be excused from attending school in the following circumstances:

1. Personal Illness of the student (A parent/guardian note will be accepted for illness for up to 3 absences, however if your child has more than 3 absences for illness a doctor excuse will then be required for the absence to count as an excused absence.);
2. Instances where attendance by the student would endanger the health of the student or others
3. Serious Illness or Death in the immediate family;
4. Recognized Religious Holidays observed by the faith of the student;
5. Court Order or an order by a government agency, including Preinduction Physical Examinations for service in the Armed Forces, mandating the absence from school;
6. Voter Registration or Voting, which shall not exceed 1 day, for students eligible to vote in a public election;
7. A student whose parent or legal guardian is serving in military service in the armed forces or 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 5 days per school year to visit with the parent or legal guardian prior to the parent or legal guardian's deployment or during such parent's or legal guardian's leave.
8. Conditions rendering attendance impossible or hazardous to student health or safety.
9. Any other absence not explicitly defined herein but deemed by the School Administration to have merit based on circumstances.

Additionally, students shall be marked present and not counted as absent in the following circumstances:

1. Students serving as pages of the Georgia General Assembly shall be counted as present for days missed from school for such service;
2. Foster Care students shall be credited as present and shall not be counted as absent for any day, portion of a day, or days missed when attending court proceedings related to the students foster care.
3. Students who successfully participate in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he/she served in the STEP program. No student shall be permitted to be absent from school to participate in the STEP program for more than 2 school days per year.

## **Unexcused Absences**

Absences shall be considered Unexcused any time a student is out of school for any reason that does not qualify as an Excused Absence as defined above.

## **Truancy**

State law requires compulsory school attendance for all students between the ages of 6 and 16 years with penalties including fines and/or prison for non-compliance. Truancy is any intentional or unauthorized absence from compulsory education. School days missed as the result of an out of school suspension shall not count as unexcused absences for the purposes of determining truancy. **5 or more Unexcused Absences during the school calendar year will result in the student being classified as Truant.** Truancy is a serious offence that requires stern corrective action on the part of PCA and the parent/guardian.

## **Extended Excused Absences**

When a student misses 10 or more days of school due to illness the absences may be classified as Extended Excused Absences. In such instances the student may qualify for Hospital/Homebound services. For a complete description of eligibility see the PCA Hospital/Homebound Services Policy.

### **Notification and Actions**

In the event of excessive tardies, early dismissals, and absences the following notifications and actions shall occur:

#### **Tardies and Early Dismissals**

**5** Total of any combination of Tardies and/or Early Dismissals – Letter of Notification to the student’s Parent/Guardian(s). Once a student accumulates 5 tardies and/or early dismissals the total time out of school due to tardies and early dismissals will be calculated and every 4 hours accumulated will be counted as one (1) absence.

#### **Absences**

**5** Absences - Letter of Notification to the student’s Parent/Guardian(s).

**10** Absences - Letter of Notification to the student’s Parent/Guardian(s) of referral to the Attendance Protocol Committee, as well as a possible referral of the case to the Department of Family and Children Services and local law enforcement (based on state truancy laws).

**12** Absences – Possible loss of course credit or grade level retention; decided upon by Attendance Protocol Committee

**All Letters of Notification shall be sent to the Parent/Guardian  
via Certified Mail with Return Receipt Requested.**

**Approved:** 1/27/14

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**Amended:** 7/30/18