

# **STUDENT ATTENDANCE PROTOCOL FOR GWINNETT COUNTY**

**In Response to  
O.C.G.A. § 20-2-690.2 and State Board of Education Rule 160-5-1-.10  
With References to  
Mandatory Education Law O.C.G.A. § 20-2-690.1**

**Chief Judge of Gwinnett Superior Court**  
The Honorable Judge George Hutchinson

**Gwinnett County Public Schools**  
Dr. Calvin J. Watts  
Superintendent

**Buford City Schools**  
Melanie Reed  
Superintendent

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**I. POINTS OF REFERENCE**

- A. **O.C.G.A. § 20-2-690.1.** Mandatory education for children between the ages of six and 16.
- B. **O.C.G.A. § 20-2-690.2.** The Chief Judge of the superior court for each county shall establish a student attendance protocol committee for its county. The purpose of the committee shall be to reduce the number of unexcused absences from school and to increase the percentage of students present to take state-mandated tests.
- C. **State Board of Education Rule 160-5-10** governs student attendance.

**II. DEFINITIONS FOR ATTENDANCE PROTOCOL**

- A. **Truant.** Any child who is subject to compulsory attendance who has ten or more unexcused absences during a calendar school year.
- B. **Unexcused Absences** occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
- C. **Excused Absences** may occur under the following circumstances:
  - When a personal illness or attendance in school endangers a student's health or the health of others. Documentation may be required within five days of student's return to school.
  - A serious illness or death in a student's immediate family necessitating absence from school. Documentation may be required within five days of student's return to school.
  - A court order by a government agency, including pre-induction physical examinations for service in the Armed Forces mandating absence from school.
  - Observing religious holidays which necessitate absence from school. In some instances, documentation may be requested.
  - Conditions rendering attendance impossible or hazardous to student health or safety.
  - An absence not to exceed one day for registering to vote.
  - Out-of-school suspensions.
  - Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the Armed Forces or the National Guard (maximum of five school days per year).
- D. **Students Counted Present** applies to students who are not in school but are marked present for the day when participating in specific activities. (State BOE Rule 160-5-1-10). The following students will be counted present:

- Students when they are serving as pages of the Georgia General Assembly;
  - Students in a foster home or otherwise in the foster care system under the Department of Family and Children Services when attending court proceedings; and
  - Full time students participating in the Student Teen Election Participant (STEP) program, not to exceed two days per school year.
- E. **Early Checkouts** occur when a student is removed from class and leaves school prior to the official end of the school day with a parent or legal guardian.
- To be considered in attendance for a school day, the student must be present one-half of the school day.
  - At the time the student is released from school, the parent or legal guardian may be required to bring appropriate documentation showing the reason for an early checkout.
- F. **Grades and Absences.** A student's final course grades shall not be penalized because of the absences if the following are met:
- Absences are justified and validated for excusable reasons.
  - Make up work for an excused absence is completed satisfactorily.

### **III. PARENTAL/STUDENT NOTIFICATION OF ATTENDANCE REQUIREMENTS**

- A. At the beginning of each school year, the local schools will provide the parent, guardian, or other person having control or charge of each student with a written and/or electronic summary of possible consequences and penalties for failing to comply with the GA Compulsory Attendance.
- B. By September 1 of each school year, the Principal or his/her designee will send the County letter to the parents/guardians of those students who had 15 or more unexcused absences during the previous school year. The letter should reference the importance of good attendance and offer support to the parents/guardian. These letters should also contain information informing parents about the State Board of Education Attendance Rules.
- C. Throughout the school year, administrators, teachers, counselors, and paraprofessionals should use every opportunity to discuss good school attendance when meeting with parents (i.e. conferences, open houses, newsletters, etc).

### **IV. LOCAL SCHOOL ACTIONS/NOTIFICATION OF ATTENDANCE REQUIREMENTS**

- A. Schools will develop and implement active, positive student attendance incentive programs to support and encourage good daily student attendance. Schools should post attendance information and expectations on the school website and throughout the local schools.

- B. Local schools will provide to the parent, guardian, or other person having control or charge of each student enrolled in the school a written and/or electronic summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 days of a student's enrollment in the school, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written statement of possible consequences and penalties as required under State Board of Education Rule 160-5-1-.10 (2)(i)(3). In addition, students age 10 or older shall sign a statement indicating receipt of such written statement of possible consequences for non-compliance to the school system's policy by September 1. See State Board of Education Rule 160-5-1-.10 (2)(i)(3). These notices to parents will be included in the Student/Parent Handbook.
- C. Before school begins for the year, teachers will be notified of students in their classes who had 15 or more unexcused absences the previous year so they can provide positive encouragement to these students.
- D. By September 1 of each school year, the principal or his/her designee will send letter to the parents/guardians of those students who had 15 or more unexcused absences during the previous school year emphasizing the importance of good attendance and offering support. These letters will contain information informing parents about the State Board of Education Student Attendance Rules.
- E. Designated school staff will contact parents each time a student has an unexcused absence to inquire about the reason for the absence and offer support/encouragement as well as remind student/parent of possible consequences for excessive absences. **All student/parent contact should be recorded in the Student Information System.**
- F. Local schools will notify the parent/guardian or other person having control of the student when each student has reached 5, 10, and 15 unexcused absences. Schools are required to document the date upon which the letter was mailed to the parent in the Student Information System. Schools must maintain a copy of all mailed letters.
- When such student has **five unexcused absences**, the school will notify the parent, guardian, or other person having charge or control of the student. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense.
  - After two reasonable attempts without response to notify the parent (including but not limited to phone call, letters, emails, etc.), the school may send written notice via certified mail with the return receipt requested.
  - Teachers should contact the parents to discuss attendance concerns. Teachers must maintain documentation of all parent contact.

- When such student has **ten unexcused absences**, the school will notify the parent, guardian, or other person having charge or control of the student. This letter shall outline the consequences, indicating the student's non-compliance with the Georgia Compulsory Attendance Law. The letter shall advise parent/guardian of the referral to the Student Attendance Referral Committee (SARC).
- After two reasonable attempts without response to notify the parent (including but not limited to phone call, letters, emails, etc.), the school may send written notice via certified mail with the return receipt requested.
- The school counselor or appropriate school designee should contact the student's parent, guardian, or other person having control of the student to advise of the referral to the Student Attendance Review Committee (SARC). All parent and/or student contact by the teacher/counselor and/or other designated school staff related to attendance should be available at the scheduled meeting time.
- The school counselor or appropriate school designee shall send a written and/or electronic letter informing the parent, guardian or other having control of the student of the scheduled meeting time.
- When such student has **fifteen unexcused absences**, the school will send a letter to notify the parent/guardian or other person having control of the student. This letter shall outline the consequences, indicating the student's non-compliance with the GA Compulsory Attendance Law.

#### **V. SARC ACTIONS AND NOTIFICATIONS**

- A. Parents/guardians are notified via mail and/or email of the combined SST/phone of the SARC referral by the school counselor or assistant principal for attendance. Parents are requested to attend the Student Attendance Review Committee meeting (in person, virtually, or via conference call). School social workers should be invited to participate as members of the committee since one possible intervention includes an official referral to the school social worker.
- B. All documentation related to parent contacts, grades, discipline problems (if any), IEPs, and other relevant information will be brought to the committee meeting by the principal, counselor or assistant principal. The Student Attendance Review Committee will develop a plan of action that appropriately addresses the needs of the student and family to assist in improving the attendance. This may include direct services from the school such as tutoring, mentoring, attendance contracts, and referrals to appropriate community social service agencies. Also, the plan should identify the local school staff members responsible for student follow-up. **If the student is receiving Special Education services, consideration should be made to include attendance as an objective on the student's IEP.**

**VI. SCHOOL SOCIAL WORKER ACTIONS AND NOTIFICATIONS**

A. School social workers will notify parents of the official attendance referral and the consequences resulting from ongoing attendance concerns. School social workers shall assess the needs of the student/family to determine the appropriate intervention plan. Interventions may include referrals to community agencies to address emotional/mental health, public health, financial issues etc, attendance contracts, parent/student conferences, home visits (when appropriate). Local schools shall complete the referral for an eligibility evaluation under the Individuals with Disabilities Education Act or Section 504 of the Federal Rehabilitation Act of 1973, review of an eligible students Individualized Education Program and placement and/or the filing of a Complaint with the juvenile court.

B. School social workers will monitor attendance and the effectiveness of the interventions in conjunction with the school counselor and/or other designated personnel.

C. Students with unexcused absences following the SST/SARC may be referred to the School Social Worker (SSW) for additional support. The SSW shall meet with these students and contact the parents/guardians to discuss additional interventions required to improve student attendance. The SSW shall collaborate with designed local staff to monitor progress of all interventions within the specified time frame. If the individual student attendance does not improve, the SSW shall submit a CHINS referral for review to the Director of Health and Social Services. If the referral has sufficient documentation to illustrate the local schools attempt to resolve the attendance issues, the CHINS Referral shall be submitted to GCPS board attorneys for further review. If appropriate, action may be taken to hold the parents/guardians of these students responsible for violating the Compulsory School Attendance Law (O.C.G.A. § 20-2-0690.1.), as well as other laws that may be applicable. If parental responsibility is in question, the School Resource Officer (SRO), or other appropriate law enforcement personnel shall be involved to assess the possibility of pursuing legal charges against the parents. If substantial evidence of such violations exists, the SRO, or other law enforcement personnel, shall take the necessary and appropriate action warranted by the situation.

**VII. COURT INVOLVEMENT**

A. Upon filing a Complaint, the Juvenile Court will follow the procedures set forth in Title 15 of the Official Code of Georgia to process the Complaint and initiate Court proceedings.

B. When the child appears in Juvenile Court and either admits to the charge or is found to be a Child in Need of Services (CHINS), the court shall take action in accordance with the authority provided for the Court as set forth in Title 15 of the Official Code of Georgia.

**VIII. OTHER AGENCIES INVOLVED WITH ATTENDANCE PROTOCOL**

A. **Juvenile Court.** The juvenile court is committed to developing programs and resources to work collaboratively to address truancy in Gwinnett County.

B. **District Attorney's Office** will review a case, prosecute, and make a recommendation to Juvenile Court regarding a disposition.

- C. **Solicitor-General's Office.** Upon receipt of a warrant for the arrest of a parent, guardian, or other person in this state who has control or charge of a child or children shall prosecute that person(s) who has control or charge over the child or children which exceeds 5 unexcused days of absence.
- D. **Gwinnett County Health Department (770-339-4260)** works closely with school systems to support student attendance through:
- Clinical services
  - Community-based programs
  - Epidemiology
  - Environmental health
  - Health screenings
  - Immunizations
- E. **Department of Family and Children Services (DFACS)** works closely with school systems via school social workers to support student attendance by providing the following services:
- Diversion
  - Early Intervention Program Services
  - Parent Aide Services
  - Child Protective Services
- F. **Family Connections (770-995-3339)** maintains a comprehensive list of resources to assist families in Gwinnett County which includes but are not limited to:
- Intervention Resources
  - Teen Parent Resources
  - Parent Support Groups and Networking
  - Individual/Family Counseling
- G. **View Point Health (678-209-2411)** ([youthservices@vphealth.org](mailto:youthservices@vphealth.org)) agrees to operate as the county behavioral health organization to provide information and service regarding:
- Intervention Resources
  - Teen Parent Resources
  - Parent Support Groups and Networking
  - Individual/Family Counseling
- H. **Committee Members.** As required, the agencies listed in the chart below are represented on the Gwinnett County Attendance Protocol Committee. Each agency representative has verified his/her support of this Protocol by signing a signature page.

<b>O.C.G.A. §20-2-690.2 (a).</b> Each of the following agencies, officials, or programs shall designate a representative to serve on the committee:	
Chief Judge of Superior Court	<b>The Honorable George F. Hutchinson III</b> <i>Chief Judge of Gwinnett County Superior Court</i>
The juvenile court judges of the county	<b>Judge Robert Waller, Gwinnett County Juvenile Court Judge</b> <b>Judge Rodney Harris, Gwinnett County Juvenile Court Judge</b> <b>Judge Nhan-Ai Simms, Gwinnett County Juvenile Court Judge</b>
The district attorney of the county	<b>Patsy Austin-Gatson, Gwinnett County District Attorney</b>
The solicitor-general of state court	<b>Brian Whiteside, Gwinnett County Solicitor General</b>
The Department of Juvenile Justice	<b>Victor Roberts, Deputy Commissioner, Division of Community Services</b>
The superintendent	<b>Dr. Calvin J. Watts, Gwinnett County Public Schools</b> <b>Melanie Reed, Buford City Schools</b>
A certified employee	<b>Dr. Tinisha Parker, Executive Director</b> <i>Gwinnett County Public Schools</i> <b>Mrs. Crystal Baskerville, Director</b> <i>Gwinnett County Public Schools</i> <b>Dr. Rita Cantrell, Assistant Superintendent</b> <i>Buford City Schools</i>
Local school board member from each public school system in the county.	<b>Everton Blair, Board member, Gwinnett County Public Schools</b> <b>Pat Pirkle, Board member, Buford City Schools</b>
A certified social worker	<b>Dr. Sandra Jones, Gwinnett County Public Schools</b> <b>Macy Black, Buford City Schools</b>
The sheriff of the county	<b>Keybo Taylor, Sheriff of Gwinnett County</b>
The chief of police of the county police department	<b>Chief James D. McClure,</b> <i>Chief of Police of the Gwinnett County Police Department</i>
The chief of police of each municipal police department in the county:	<b>Tony Lockard, GCPS Office of Safety &amp; Security</b> <b>Mike Tusken, Duluth Police Department</b> <b>Tim Wallis, Lawrenceville Police Department</b> <b>Bruce Hedley, Lilburn Police Department</b> <b>Bill Grogan, Norcross Police Department</b> <b>Roy Whitehead, Snellville Police Department</b> <b>Cass Mooney, Suwanee Police Department</b>
The county department of family and children services	<b>Travis Moses, Deputy Director, Gwinnett County Department of Family and Children Services</b>
The county board of health	<b>Audrey Arona, MD, CEO and Health Director</b> <b>Connie Russell, Director, Gwinnett County Board of Health</b>
The county behavioral health organization	<b>Jennifer Hibbard, CEO, View Point Health</b>
The county family connection commission having authority to study problems of family, children and youth	<b>Renee Byrd-Lewis, Executive Director, Family Connection</b>
The court-approved community-based risk reduction program established by juvenile court per §15-11-10	<b>Felicia Steverson, Chief Intake Officer</b> <i>Gwinnett Circuit Juvenile Court</i>