



**2015-2016
SCHOOL
YEAR**

Herschel V. Jenkins High School
and The School of Engineering
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Heather Handy, Principal

ATTENDANCE RULES & POLICIES FOR SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOLS

*Daily attendance in all courses is necessary for any student to be successful in school. Please review the following rules and policies set forth by the Savannah-Chatham County Public School System. **Your signature is required at the bottom of this document.***

Additionally, the Jenkins HS Attendance Committee will follow up with the parent/guardian for any student(s) with more than 3 absences within a week or with more than 5 absences within a month. Please remember it is the responsibility of the parent/guardian to provide updated contact information to our Guidance Office.

*In keeping with the BOE policy, missed assignments are offered only when the absence is determined to be **excused**. Upon return from any absence, it is the responsibility of the student to present proper documentation to the Main office for each excused absence thereby obtaining the required "Excused Absence Form". The student will be responsible for presenting this form to each assigned teacher in order to obtain missing assignments.*

EXCERPT FROM THE STUDENT/PARENT HANDBOOK FOR SUCCESS

Rule 13. Absenteeism.

No student shall be absent from school or from any class or required school function during school hours without the written permission of the parent/guardian and/or the approval of the principal or his/her designee, except in cases of personal illness or other providential cause. (see Policy JBA below)

Policy Descriptor Code: JBA (excerpt)

It is mandatory that students attend school on time and stay throughout the school day. Tardiness and leaving school early are unacceptable. If it is necessary for a student to leave school before the end of the school day, the parent/guardian with whom the student lives must send a written request or make the request in person to the principal or his/her designee. In cases where the right to custody is in doubt, the principal may require evidence that the person calling for the student is entitled to custody. Excessive tardiness and/or early dismissals may result in a referral to the school social worker for investigation as to cause.

All students enrolled in public schools shall be in attendance each school day, except for the following excused absences: personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities.

Following an absence, documentation explaining the reason for the absence must be submitted on the day the student returns to school.

Only five days of absence per school year will be excused with a handwritten/typed signed parent note. Any absence beyond five days requires the submission of a physician's or hospital statement, court subpoena, order of a governmental agency, or a funeral notice/obituary to be deemed an excused absence.

Further documentation as noted above may be required by school officials at any time for the purpose of validating that any absence is an excused absence. Students who serve as pages in the General Assembly of Georgia should be counted present in school for the time missed and shall be credited as being present in their school. Students in foster care shall be counted present when they attend court proceedings related to their foster care.

Students who are absent from school more than the allowable number of days as described below may be eligible for an attendance waiver if the following conditions are met. These students must (a) have made up missed work and be passing the affected class(es), (b) submit the required documentation for said absences, and (c) submit an attendance waiver request form. All documentation will be reviewed by the attendance committee who will submit a recommendation after review to the principal for final approval.

Excused absences: Absences are excused for personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities.

Unexcused absences: The following examples, even with parental consent, are considered unexcused absences: truancies; working; missing the bus; oversleeping; shopping; car failure; getting senior pictures taken; keeping personal appointments; errands for parents; college visits unless excused prior to absence; home obligations unless excused prior to absence.

I have read and understand the attendance policies and guidelines above, and my child and I agree to assist the school in ensuring s/he follows the guidelines for appropriate attendance.

	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<i>Student</i>		★	
<i>Parent/Guardian</i>		★	