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**FCBOE Policy JBD -- Read highlighted sections below for information which may be directly related to days missed from school while waiting for a discipline related hearing.**

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student.

Excused Absences

A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Serving as a page in the Georgia General Assembly.
8. Absences not exceeding a cumulative total of three days per semester for the following reasons, but only if the absence has been pre-approved by the principal or designee:

- a. Scholarship interviews/college visitations.
  - b. travel opportunity with educational benefits.
  - c. graduation or wedding of a close family member.
  - d. specialized educational experience.
  - e. other circumstances that are mutually agreeable to the parent and principal.
9. Up to 10 instructional days (60 instructional hours) per year for school-sponsored non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.

### Unexcused Absences

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence.

### Requests for Make-up Work

**Students and parents are encouraged to request make-up work for any excused or unexcused absence. Procedures specified in Administrative Procedure JBD should be followed.**

### Grades for Make-Up Work

Elementary students' grades on make-up work will not be penalized if the work is submitted as directed by the teacher.

Middle or high school students' grades on make-up work will not be penalized if the following conditions are met.

1. The absence is for one of the reasons listed above as "Excused Absences."

**2. The reason for the absence has been validated in the manner specified in Administrative Procedure JBD;** and

3. Make-up work has been completed satisfactorily within the time specified by the teacher.

When an absence does not meet the above conditions, middle or high school students' grades on make-up work may be penalized.

### Attendance Awards

To encourage responsible attitudes and regular attendance, elementary and middle school students who have been absent three days or less during the school year will receive a certificate issued by the Board. Upon a student's graduation from high school, the Board will provide similar certificates to students who have been absent a total of 10 days or less in grades nine through 12.

Each school may develop additional programs to encourage regular school attendance.

### Monitoring Absences

Each school shall monitor student attendance, accurately record all student absences and provide meaningful communications to parents/guardians regarding individual student attendance.

Effective Date: 07/01/98