Lincoln County School System

Attendance and School Climate Committee

Updated 10/2/26

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ESTABLISHMENT OF STUDENT ATTENDANCE AND SCHOOL CLIMATE COMMITTEE § 20-2-690.2

(a) The chief judge of the superior court of each county shall establish a student attendance and school climate committee for its county. The purpose of the committee shall be to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, to increase the percentage of students present to take tests which are required to be administered under the laws of this state, to reduce the number of students who are chronically absent as such term is defined in Code Section 20-2-690.3, and to improve the school climate in each school. The chief judge is responsible for ensuring that all members of the committee are notified of their responsibility to the committee and shall call the first meeting of the committee in each county. The committee shall elect a chairperson and may elect other officers.

(b) Each local board of education shall participate in, consider, and make publicly available, including but not limited to posting in a conspicuous location, its decision regarding the recommendations of the committee as provided in this Code section. Independent school systems may participate in the committee in the county where the system is located. Independent school systems whose geographic area encompasses more than one county may select one of such counties in which to participate. An independent school system that elects not to participate in the committee of the county where it is located shall request that the chief judge of the superior court of a county encompassed by its geographic area to establish an independent student attendance protocol committee in the same manner as established for the county school system.

(c) Each of the following agencies, officials, or programs shall designate a representative to serve on the committee:

(1) The chief judge of the superior court;
(2) The juvenile court judge or judges of the county;
(3) The district attorney for the county;
(4) The solicitor-general of state court, if the county has a state court;
(5) The Department of Juvenile Justice, which may include representatives from area youth detention centers or regional youth detention centers;
(6) The superintendent, a certificated school employee, and a local school board member from each public school system in the county and a certificated school Social Worker/Truancy Officer from each public school system, if any are employed by the school system;
(7) The sheriff of the county;
(8) The chief of police of the county police department;
(9) The chief of police of each municipal police department in the county;
(10) The county department of family and children services;
(11) The county board of health;
(12) The county mental health organization;
(13) The county Family Connection commission, board, or authority, or other county agency, board, authority, or commission having the duty and authority to study problems of families, children, and youth and provide services to families, children, and youth; and
(14) The court-approved community based risk reduction program established by the juvenile court in accordance with Code Section 15-11-10, if such a program has been established.

(d) The committee thus established may appoint such additional members as necessary and proper to accomplish the purposes of the committee.

(e) Each committee shall, by June 1, 2026, adopt a written student attendance protocol for its county school system and for each independent school system within its geographic boundaries 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 and chronic absenteeism.

(f) 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 their parents or guardians in complying with Code Section 20-2-690.1.

(g) The committee shall write the summary of possible consequences and penalties for failing to comply with compulsory attendance under Code Section 20-2-690.1 for children and their parents, guardians, or other persons who have control or charge of children for distribution by schools in accordance with Code Section 20-2-690.1. The summary of possible consequences for children shall include possible dispositions for children in need of services and possible denial or suspension of a driver's license for a child in accordance with Code Section 40-5-22.

(h) The committee shall continue in existence after writing the student attendance protocol. The chief judge of the superior court of each county shall ensure that the committee meets no later than November 1, 2025, and at least twice annually thereafter to evaluate compliance with the protocol, effectiveness of the protocol, and appropriate modifications and to review and revise, if necessary, recommendations relating to school climate.

(i) Beginning in 2026, by November 1 of each even-numbered year the Department of Education shall submit to the chairpersons of the House Committee on Education and the Senate Education and Youth Committee a county-by-county report of compliance with the requirements of this Code section. Such a report shall also include the student attendance rates and aggregated student discipline data submitted by each local board of education as required in subsection (h) of this Code section for the three most recently completed school years. Such a report shall be posted on the Department of Education's public website.

The committee shall review and make recommendations for policies relating to school climate for the purpose of promoting positive gains in student achievement scores, student and teacher morale, community support, and student and teacher attendance, while decreasing student suspensions, expulsions, dropouts, and other negative aspects of the total school environment. The committee may review, if available, nonidentifying data from student health surveys, data on environmental and behavioral indicators, data on student behavioral and school-based reactions, and teacher and parent survey instruments. The committee may recommend the use of positive behavioral interventions and support and response to intervention, trauma-informed care training, and the optimization of local resources through voluntary community, student, teacher, administrator, and other school personnel participation.

Board Of Education

LCSS 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.

By September 1 of each school year or within 30 school days of a student's enrollment, the parent, guardian, or other person having control or charge of a student in the Lincoln County School System must sign a statement acknowledging receipt of a written summary of the school's attendance procedures, a list of excused absences, and possible consequences and penalties of excessive absences. This is required by O.C.G.A. § 20-2-690.1. After two attempts to obtain these signatures, a copy of the statement will be sent via certified mail, return receipt requested, or first-class mail.

According to Georgia law, O.C.G.A. § 20-2-690.1., every child between the ages of six and sixteen must attend a public school, a private school, or a home study program. This compulsory attendance requirement ends when a child earns a high school diploma or a state-approved high school equivalency (HSE) diploma.

It is the responsibility of every parent, guardian, or person with control of a child within the compulsory attendance age range to enroll their child and ensure they attend school—whether it's a public, private, or home study program. Students are also responsible for their own attendance. If a student's failure to attend is caused by their parent or guardian, the parent or guardian is solely responsible and may be subject to penalties. This applies even to students assigned to alternative public school education programs, regardless of whether they have been suspended or expelled from another school. However, a local board of education is not required to place a student in an alternative program instead of suspending or expelling them.

Enforcement of these attendance policies is managed by various authorities. Local school superintendents oversee private schools, the Department of Education manages home study programs, and visiting teachers and attendance officers handle public schools. It is the duty of these officials to file court proceedings to enforce attendance laws when necessary. The Department of Education will work with local superintendents to coordinate attendance records and notifications for students in home study programs.

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.

Absence(s) Counted as Present: Students shall be counted present at school for the following:

1. Students serve as pages of the Georgia General Assembly
2. Foster care student who attends court proceedings relating to the student's foster care
3. Students who successfully participate in the Student Teen Election Participant (STEP) program. A maximum of two absences per year are allowed for STEP.

Attendance Review Team (ART): ART is a team of individuals established by a local school system to review the individual cases of students who are chronically absent and to develop intervention plans for those students and their parents or guardians. The team may consist of school administrators, school counselors, school social workers, teachers, other school personnel, and the parents or guardians of the chronically absent students

Chronically absent: the attendance status of a student whose total number of absences, whether excused or unexcused, at any time during a school year is equal to or greater than 10 percent of the total number of school days that such student has been enrolled at the same school or within the same local school system during the current school year excepting such student's first day of enrollment.

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 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 Tardy: A tardy is excused when a student arrives late to a school with a valid excuse (see "Tardies and Early Dismissals"). Other tardies may be excused at the Principal's discretion.

Expulsion: Removal from school for more than 10 consecutive days; often the removal from the academic school.

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

Local school system chronic absenteeism rate: the number of students enrolled in a local school system who were chronically absent during the previous school year divided by the total number of students enrolled in such local school system during such school year.

Out-of-school Suspension: During the period of suspension, the student is excluded from all school sponsored classes and / or activities. 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/Parent Guardian: The terms 'parent' and 'parent or guardian' shall mean a biological parent, legal guardian, custodian, or other person with legal authority to act on behalf of a child.

PBIS Team: Each school will implement Positive Behavior Interventions and Supports (PBIS) as a Tier 1 intervention to encourage positive behaviors, including good attendance. This may involve incentives, recognition programs, and teaching skills related to responsibility and self-management. Each school will have a team to meet to review data, including attendance issues, on a monthly basis.

Saturday School: School is provided on Saturday for students to make up time missed during the regular school schedule due to unexcused tardies, early dismissals, and unexcused absences.

School chronic absenteeism rate: the number of students enrolled in a school who were chronically absent during the previous school year divided by the total number of students enrolled in such school during such school year.

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. Any absence in which a note has not been presented to the school by the third day after the absence will be counted as unexcused. Students are encouraged to make up all the work to continue sequential learning.

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

ABSENCES FROM SCHOOL

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 endangers 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. Educational trips if approved by the school administrator after the parent / guardian submits the required form.
8. 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 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 a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
9. To serve as a page for the Georgia Assembly. (Children who are at least 12 years of age and who are serving as pages of the Georgia General Assembly shall be counted as present by the school in which they are enrolled for days missed from school for this purpose.)
10. A student taking tests and physical exams for military service in the armed forces of the United States and the National Guard shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

Excused Absence Documentation

Written documentation of absences should be turned in to the school within three (3) days of an absence. Excuses that are received after the third day back to school may not be accepted and the absence will be considered unexcused. All make-up work should be completed satisfactorily by the due dates specified by the classroom teacher. Asking for make-up work is the responsibility of the student / parents.

Examples of written documentation include 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.

Parent Excuses

Students who are absent from school for excused reasons may have up to a maximum of five (5) absences per semester excused by the parent or guardian. These "Parent Excuses" must include the reason for being absent, the date, a telephone number where the parent or guardian may be reached, as well as the signature of the parent or guardian.

- Additional written parent excuses beyond five (5) will be marked unexcused.
- Any absences beyond five parent excuses (5) per semester must be accompanied by medical documentation from a healthcare provider in order to have the absences validated as excused.
- In the event that funeral/bereavement leave causes a student to miss more than five (5) days per semester, a copy of the obituary or verification of funeral attendance shall be submitted.
- A student cannot excuse his or her own absence.

Educational Trips

Parents/guardians must complete the application 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 three (3) school days. 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.

Educational field trips will not be permitted during state testing.

PROCEDURES FOR ATTENDANCE

Notwithstanding the specific actions outlined below, referral to the school district's Student Support and Attendance Liaison, parental reporting to the Sheriff's Office, consultation with DFCS, or completion of a CHINS (Children in Need of Services) form may be initiated at any time based on the severity of the attendance concerns or other relevant factors. Prior to any action to commence judicial proceedings, a school system shall send a notice to such parent or guardian by certified mail, return receipt requested.

The following procedure will be followed regarding student absences:

- Three (3) Unexcused Absences:
    - The school will make documented contact with the parent or guardian informing them of the attendance policy, possible consequences, and the total number of absences.
- Five (5) Unexcused Absences:
    - The school will send a letter to the parent or guardian informing them of the attendance policy, possible consequences, the total number of absences, and request for signature. After two reasonable attempts to notify the parent, or guardian of five unexcused days of absence without response, the school system shall make documented contact with the parent or guardian.
    - Students may not be eligible to attend field trips.
    - Students may not be eligible to participate in extracurricular activities including sports.
    - Students may lose parking permits for the remainder of the semester. (High School)
- Ten (10) Unexcused Absences:
    - The school will send a notice to the parent/guardian by certified mail, return receipt requested or first-class mail informing them of the attendance policy and the total number of absences.
    - An Attendance Review Team meeting will be arranged by the Student Support and Attendance Liaison or school counselor and contact will be made by phone and letter requesting their attendance at the meeting.
    - An Attendance Review Team Contract will be agreed upon by the team.
- Subsequent Unexcused Absences
    - The parent may face penalties including a fine, loss of custody of the student, or incarceration for each day missed.
    - If a student is absent 30 or more days, the student is referred to DFCS and RESA Student Affairs Officer.

CONSEQUENCES AND PENALTIES OF EXCESSIVE ABSENCES

Parents / Guardians

• Referral to the Attendance Review 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. Prior to any action to commence judicial proceedings, a school system shall send a notice to such parent or guardian by certified mail, return receipt requested.
• Judges may invoke the following consequences for each separate offense:

- $25 - $100 fine per unexcused absence
- Imprisonment not to exceed 30 days
- Community Service
- Probation
- Possible protective order including loss of custody (as determined by the Juvenile Court Judge)
- Any combination of the above

• Each subsequent absence shall constitute a separate offense.
• If juvenile charges are filed against the student under age 16, the parents/guardians may be placed under a protective order and must abide by the rules set forth by the Juvenile Court Judge.

Students

- Referral to the Attendance Review Team meeting for students under age 16.
- Students may earn poor grades and test scores resulting in being retained.
- Possible suspension from participating in extracurricular activities pursuant to applicable school policy.
- Possible loss of course credit for students having more than ten (10) absences in a class during a semester. (High School)
- Each subsequent absence shall constitute a separate offense.
- Possible loss of parking permit for the semester unless the student is granted permission to keep the permit through an appeal to the administration.
- Any student missing more than ten days of fall or spring semester in any class may not attend the prom unless the student is granted an appeal to the administration. All notes for excused absences must be within three days of the absence.
- Charges may be filed in Juvenile Court if a student is under age 16 and has excessive absences.
- The Juvenile Court Judge may invoke the following consequences:
    - Informal Adjustment (90 day supervision)
    - Probation for up to 24 months
    - Community Service.
    - Referral to Counseling or Community Based Treatment Program.
    - Detention / Placement outside of the home.
    - Any combination of the above.
- High School Students who have excessive amounts of unexcused absences will have the following consequences:

1st & 2nd - No consequence	5th - 1 day detention	8th - 1 day Saturday School	11th - 3 days ISS
3rd - 1 day detention	6th - 1 day ASI	9th - 2 days Saturday School	12th - 3 days ISS
4th - 1 day detention	7th - 2 days ASI	10th - 3 days Saturday School	13th & Up - 3 days OSS

Student Withdrawals

Lincoln 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 a student who is younger than 18 years of age and is not subject to compulsory school attendance.

Lincoln County 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.

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

Voluntary Withdrawal of Unemancipated Minors

A minor student who is past the age of compulsory school attendance but has not yet earned a high school diploma or a state-approved high school equivalency (HSE) diploma cannot withdraw from school without their parent's or guardian's written permission. Before a school accepts this permission, the principal or a designated staff member must schedule a meeting with the student and their parent or guardian within two school days of being notified about the student's intention to withdraw. During this conference, the principal or designee is required to make a reasonable attempt to discuss the available educational options with the student and parent, including the opportunity to pursue an HSE diploma. They must also inform them about the consequences of not having a high school diploma, such as lower lifetime earnings, fewer job opportunities, and the inability to pursue higher education.

Attendance Review Team (ART)

The ART is directly responsible for reviewing all cases of chronically absent students or those in danger of becoming chronically absent. School

MTSS teams will review all students with 10% absenteeism (rolling calculation). Concerns will be escalated to the Student Support and Attendance Liaison. If needed, the school will arrange a meeting or intervention to provide appropriate support and services to reduce the risk of chronic absenteeism.

The ART will review all cases of students with fifteen (15) or more total absences. ART 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 ART 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 ART representative. Further unexcused absences will result in a legal complaint being filed. The review team consists of the student, teacher(s) of the class(es) affected by the absences, counselor, administrator, and parent.

TARDY AND EARLY DISMISSAL

TARDY PROCEDURE

Elementary School students must be checked in by a parent/guardian. Elementary, middle and high school students are required to check in at the front office when arriving at school after the beginning of the official school day. Classroom teachers record and report any student who is late to class. Records of tardiness are monitored and maintained in the School Student Information System.

EARLY DISMISSAL PROCEDURE

A student wishing to leave school prior to the end of the school day must bring a note signed by the student's parent/guardian stating the reason for the early dismissal. A telephone number where the parent/guardian can be reached must be on the note. This note must be brought to the front office prior to 7:55 a.m. Only in the case of an emergency will students not bringing a note be allowed to call and get permission to leave school early. A student must remain in class until the parent/guardian or designated person arrives at the school to pick up the student. A student who leaves school without properly signing out and without having administrative approval will receive an unexcused absence and will face disciplinary consequences. Students signing out of school before the end of the school day are not allowed to return to school the same day except for the following reasons:

- Doctor's visit
- Dentist visit
- Court ordered appearance
- Other special reasons approved by the administration

Excused Tardies and Early Dismissals:

A tardy or early dismissal may be considered excused for any of the reasons listed for excused absences. Written documentation should be provided to the school for tardies or early dismissals in the same manner as for excused absences.

CONSEQUENCES: TARDY AND EARLY DISMISSAL

<u>Elementary School</u>

The following interventions are for unexcused tardies per semester:

- One (1) to nine (9) tardies or early dismissals, no consequences or interventions
- Ten (10) tardies or early dismissals in a semester
    - The student will not qualify for perfect attendance.
    - The student will not participate in extracurricular activities for the remainder of the semester.
- Morning Show, Attendance Incentives, Ensemble, Field Trips

Middle School

The following interventions are for unexcused tardies per semester:

- 1st and 2nd Tardy = Verbal Warning
- 3rd Tardy = One day of Morning Detention
- 4th Tardy = One day of Morning Detention
- 5th Tardy = 1 day of After School Intervention
- 6th Tardy = 2 days of After School Intervention
- 7th Tardy = 1 Saturday School
- 8th -10th Tardy = 2 days of ISS
- 11+ Tardies = 3 days of ISS

High Schools

A student is tardy when he or she enters the classroom when the tardy bell begins to ring. If a student arrives at the classroom after the tardy bell, they must report to the main office to be given an admittance note. After the first ten minutes of the class block, students who are not in class will be considered skipping (unless excused by an administrator). Students missing more than 30 minutes of a block (beginning or end of a block) will be marked as absent.

High School: Consequences for being Tardy to School or Class

1st & 2nd - No consequence	5th - 1 day detention	8th - 1 day Saturday School	11th - 3 days ISS
3rd - 1 day detention	6th - 1 day ASI	9th - 2 days Saturday School	12th - 3 days ISS
4th - 1 day detention	7th - 2 days ASI	10th - 3 days Saturday School	13th & Up - 3 days OSS

Chronic Unexcused Tardies and/or Early Dismissals

The school will communicate with the parents/guardians about the student's chronic unexcused tardies and/or early dismissals. After the parents/guardians are informed and the situation persists, a referral will be made to the Lincoln County Sheriff's Department or the Department of Family and Children Services by the school.

APPEALS

Initiating the appeal process is the responsibility of the student. The appeal must be filed no sooner than 10 school days before the end of the quarter or semester and no later than the last day of the quarter or semester. Forms required for filing an appeal may be obtained in the main office. Completed forms should be turned into the main office. The decision of the Attendance Board of Appeals (ABA) will be available on or before the expiration of three (3) regular school days following the day of the appeal.

Attendance Board of Appeals

The Attendance Board of Appeals (ABA) will be made up of the following members:

- An Administrator (appointed by the Principal)
- A guidance counselor
- Three teachers (appointed by the Principal)

A student requesting an appeal shall be entitled to present verbal or written evidence that supports the student's position to the A.B.A. The A.B.A. shall review and consider the evidence presented, together with the student's official school records, and any other evidence that is relevant to the appeal. The Attendance Board of Appeals shall be required to render a decision upon a student appeal no later than three (3) regular school days following the hearing.

LEGAL REFERRALS

Legal complaints may be filed against the parent/guardian and/or student for violating Georgia Compulsory Education Law.

Parents/Guardians

If the parent/guardian cooperates with the Attendance Review Team (ART) contract and school recommendations, then no complaint will be filed against the parent/guardian, if the student continues to have **excused** absences. If the parent/guardian does not cooperate with the ART contract, the parent shall be referred by the school to the Lincoln County Sheriff's Office.

Students

After all reasonable efforts to resolve and address absenteeism / tardiness have been exhausted by the Board of Education; the case will then be forwarded to the Juvenile Court. A juvenile complaint form (JUV-96-2) shall be completed by the School Attendance Officer or designee and be forwarded to the Department of Juvenile Justice. The complaint form shall be completed with all of the student's current demographic information. Attached to the complaint shall be the most current report of attendance and discipline records, as well as documentation of all efforts that have been made by the Board of Education to resolve the issue with the student, parent or guardian, including the Attendance Review Team Contract. Upon receipt of the juvenile complaint form, the Department of Juvenile Justice will process complaints as directed by the Juvenile Court. DJJ shall ensure that the complaint is filed with the appropriate clerk of court and shall schedule the complaint for a preliminary hearing. The Board of Education shall be notified of the scheduling date and time for upcoming cases to be heard before the Court. The student, parent/guardian shall be served notification of the hearing by proper service through the clerk of court.

At the preliminary hearing, said student, parent(s) or guardian shall be advised of their right to representation prior to the proceeding. If either party chooses to seek representation, the Juvenile Court shall allow the parties to make an application for appointed counsel or shall give them the opportunity to hire counsel of their choice. If representation is requested, a petition shall be filed and the case shall be scheduled for an Adjudication hearing. All parties, including counsel will receive notification of this hearing by proper service through the clerk of court.

If representation is not requested and all parties are in agreement to proceed with the case by admission at the preliminary hearing, the Court shall make every attempt to resolve the case the day of the preliminary hearing with specifically outlined conditions for child, parent(s), or guardian to follow. The Court, after hearing and reviewing all of the evidence, documentation and testimony and taking into consideration the age of the child and circumstances surrounding the case, shall make every reasonable effort to appropriately outline very specific conditions for the student, parent(s) or guardian to follow. If issues of deprivation are disclosed, an immediate referral shall be made to the Department of Family and Children Services.

The Court may order the following dispositions in reference to the student, including, but not limited to: dismissal, holding the charge(s) in abeyance pending compliance of conditions while being monitored by the Court, informal adjustment, probation, commitment to the Department of Human Resources, commitment to the Department of Juvenile Justice not to exceed sixty months, placement in an institution, placement into the Department of Family and Children Services, community service, suspension of

drivers license privileges. The Court shall outline a specific time limit for which conditions are to be followed.

The Court may order the following dispositions in reference to a parent(s) or guardian, including, but not limited to: placing said parent(s) or guardian under a protective order outlining conditions for the parent(s) or guardian to follow for a period of one year or a time outlined by the Court. Extensions can be made by the Court if necessary.

Upon disposition of the Court, the Department of Juvenile Justice will make necessary referrals ordered by the Court and will supervise any conditions outlined by the Court in compliance with D.J.J. policy. If the student, parent(s) or guardian successfully follows all Court ordered conditions for the period of time specified, the Court will consider a dismissal of the case and / or termination of the supervision. It will be the responsibility of the Board of Education to monitor attendance and cooperation of the student, parent(s) or guardian. The Board of Education will provide all agencies involved a regular report of progress.

Any non-compliance will be immediately reported by the Board of Education to the Department of Juvenile Justice.

Upon receipt of any non-compliance, the Department of Juvenile Justice or the Juvenile Court will immediately schedule the case for review. All parties will be notified of the review by proper service of the clerk of court.

If the non-compliance is confirmed by the Court as a result of the student's action(s), the Court may order any of the previously stated dispositions that would assist in establishing compliance of conditions. The Court, while considering all factors relevant to the student and case, shall continue involvement or supervision until such compliance is established. The Court shall continue utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future. If the non-compliance is confirmed by the Court as a result of the parent(s) or guardian's actions, the Court may punish the person(s) for being in contempt of court for willfully disobeying an order of the Court. The Court may impose any or all of the following sanctions: Requiring the person to make restitution in any amount not to exceed $2,500.00 for any damage caused by the child's wrongful act; impose a fine up to $1,000.00; reimbursement to the state for the cost of detention, treatment or rehabilitation of the child, require the parent or guardian to perform community service or require the person to enter a contract or plan as a part of the disposition of any charges against the child. The Court may also use civil contempt powers to incarcerate the parent or guardian.

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. section 20-2-690.1. The office of the District Attorney shall be provided with accurate and complete documentation of every action and proceeding prior to the referral. Every agency including but not limited to: Board of Education, Department of Juvenile Justice,

Department of Family and Children's Services, Mental Health, shall be available to the District Attorney's office for interviews, questions and/or testimony needed to adequately prepare the case for prosecution.

The School Administration or other designee shall serve as a liaison between the School System and the Court System.

ATTENDANCE REQUIREMENTS FOR DRIVER'S LICENSE / PERMIT

To obtain a learner's permit, your school must sign and notarize a Georgia DDS Certificate of Attendance form. It is only valid for 30 days. To obtain a driver's license, a Georgia DDS Certificate of Attendance form must be signed and notarized by your school, and you must have the Alcohol and Drug Awareness Program (ADAP) card.

APPENDIX A
LINCOLN COUNTY SCHOOL SYSTEM
Attendance Review Team CONTRACT

Student Name:_____ Grade _____ DOB_____ Date_____

School _____Parent/Guardian _____

Number of Absences: Unexcused _____ Excused _____ Total _____ Tardies _____ Checkouts _____

STUDENT AGREES TO:

1. Attend school and be on time every day unless truly sick.
2. Obey the school code of conduct.
3. Complete all assignments.
4. Other: _____

PARENT AGREES TO:

1. Get the student to school every day on time.
2. If absent, notify the school by 8:00 AM about why your child is absent.
3. Notify the school by 8:00 AM if your child refuses to attend school.
4. If absent due to illness, provide a doctor's note verifying that the student was sick.
5. Five (5) parent notes per semester:
    a. 1st Semester: _____ Remain
    b. 2nd Semester: _____ Remain
6. Ensure all assignments are completed and submitted as directed.
7. Attend all meetings scheduled by the school.
8. Other: _____

THE PARTICIPATING SCHOOL SHALL:

1. _____
2. _____
3. _____

I understand that violations of this agreement will result in the student and parent being referred to the Legal System and the following consequences will occur upon the tenth (10^{th}) unexcused absence.

_____ May not participate in field trips and extracurricular activities.
_____ Loss of privilege to attend Prom.
_____ Loss of parking privileges.
_____ Loss of course credit _____ Assignment to Saturday School and/or ISS

I further understand if the non-compliance is confirmed by the Court as a result of the parent(s) or guardian's actions, the Court may punish the person(s) for being in contempt of court for willfully disobeying an order of the Court. The Court may impose any or all of the following sanctions: Requiring the person to make restitution in any amount not to exceed $2,500.00 for any damage caused by the child's wrongful act; impose a fine up to $1,000.00; reimbursement to the state for the cost of detention, treatment or rehabilitation of the child, require the parent or guardian to perform community service or require the person to enter a contract or plan as a part of the disposition of any charges against the child. The Court may also use civil contempt powers to incarcerate the parent or guardian.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

_____ _____
School Principal or Designee Date

***An attendance summary documenting the unexcused absences should be attached to the contract.

APPENDIX B

SCHOOL TRUANCY REFERRAL CHECKLIST

_____	_____
STUDENT NAME	**ATTENDING SCHOOL**

The following are guidelines to ensure that each referral meets the minimum requirements for a Truancy Referral. Youth should meet the definition of Truant according to the GA Code and our local attendance protocol.

Required Documents Attached to Juvenile Court Complaint Referral:

▢ Supplemental Continuation to Page 2 of Complaint Form
▢ Documentation of 3rd Unexcused Absence
▢ Letter 5th Unexcused Absence
▢ Letter 10th Unexcused Absence
▢ Attendance Review Team Meeting (Minutes, Date & List of Attendees)
▢ Attendance Review Team Contract
▢ Student Period Attendance Detail Report
▢ Email Communications with Parent
▢ Last Report Card/Progress Report
▢ Disciplinary Report
▢ Student Contact Log
▢ 504/IEP information

***All Juvenile Court Complaint Referral Form must be complete and must include this documentation.**

I, _____ , understand the requirement for filing a Juvenile Court Complaint Form Referral and I have included documentation in this referral packet. I understand not including the required documentation could result in dismissal of this complaint referral.

_____
SIGNATURE

_____
TITLE/POSITION

_____
DATE