

Work Attendance Overview

Important Steps in 12-for-Life's Attendance Policy Student Must Follow:

1. Students are required to call the **Omni Call number 855-305-9849** to report absences and tardies.
2. Documentation of unexcused absences listed below must be turned into the excuse box within three (3) work days of the work absence. Any unexcused absences' documentation that is turned in after the three day limit will not be accepted.
3. Digital documentation of excuses may be emailed to the 12 for Life attendance clerk, Mrs. Fowler, at denise.fowler@carrollcountyschools.com. For questions, call Mrs. Fowler at 770-832-4359.
 - o Summer school contacts are: Joel Grubbs 470-781-4225 joel.grubbs@carrollcountyschools.com
OR Corey Hindman 770-832-4256 corey.b.hindman@carrollcountyschools.com

Excused absences documentation that does not count against attendance points or parent notes.

1. Personal illness that requires medical treatment.
 - NOTE:** To excuse these absences, students/parents must provide documentation from the medical facility where the treatment was provided. The date of medical treatment must match the date of absence.
2. A serious illness or death in a student's immediate family necessitating the student to be absent from work or school.
 - o If the absence is a serious illness of an immediate family member, documentation from the medical facility providing the medical treatment is required to excuse the absence
 - o If the work absence is due to a death of an immediate family member, documentation can be a paper bulletin or program handed out at the funeral service or a note from a pastor or funeral service director.
3. An official order for the student to appear in court.
 - o Documentation will be a paper or digital document from the court or from the presiding governmental agency.
4. Conditions (determined by school officials) that render attendance to school impossible or hazardous to students health or safety.
5. Work suspension days due to progressive discipline write ups while the student is working.
 - o **NOTE:** Students who are assigned ISS or OSS are not allowed to work on those days. Absences to work caused by ISS or OSS cannot be excused with a parent note and will count against the student's attendance points.
6. Work Absences for School Related Activities
Southwire allows absences to work due to school related activities provided the student has pre-approval from the 12 for Life attendance clerk (Mrs. Fowler) to miss work.
Below is a list of school activities that will excuse work absences.
 - o School field trips, senior pictures, senior meetings scheduled at your high school, prom, graduation practice, and college visits
 - o Homecoming, Senior Night, and state championship athletic events are the only athletic events that are eligible to be excused. Attending regular season athletic events are not considered excused school related absence.
 - o Students who participate in school sponsored extracurricular activities scheduled during their work shift must have preapproval from Mr. Hindman to do so. The first step in being approved is the student must turn in an official copy of their practice and game schedules to Mrs. Fowler and Mr. Hindman no later than one week prior to the start of practice. Mr. Hindman will meet with students to develop a work plan to allow participation in school sponsored extracurricular events.

Southwire Attendance Points

Southwire allows six (6) attendance points (unexcused absences) to work.

- o Attendance points will reset at the beginning of the new school year. Students who are hired within a school year will have their attendance points prorated based on their hiring date. Please see the 12-for-Life Student/Parent Handbook for the prorated attendance point scale.

Carroll County Schools' Parent Notes

Carroll County Schools allows five (5) parent notes for parents to use to excuse their student's absence to work. The five (5) parent notes will reset at the beginning of the new school year.

Parent Notes Explanation:

- A single parent note can be used to excuse consecutive absences up to 5 days.
- The note must contain the student's first and last name, parent/guardian's name, date that the parent note was created, date(s) of the absence(s) to be excused, and parent/guardian's cell number.
- Students should use the generic parent note form that is printed on the bottom of the students' weekly work attendance report.

Attendance Disciplinary Action

Students will receive a weekly attendance report with the number of remaining attendance points and parent notes. Parents/guardians will be notified daily via a phone call and email when a student is absent from work. Parents/guardians will be contacted when a student has used (3) attendance points. Any student who has used all six (6) attendance points will be subject to removal from the 12 for Life program. Any student missing three (3) consecutive days and has not followed proper communication steps (Omni Call) will be removed from the program within 5 working days.

Holiday, Inclement Weather, and Non-School Work Days

12-for-Life is scheduled to work on some holidays that may not coincide with the school holiday schedule. The work holiday schedule will be posted in advance of the holiday. In the case of inclement weather, the students should follow their school district's directions and check the BAND App for communications. If your school system closes school due to inclement weather, you will not report to 12-for-Life. Days missed due to school and/or work closures during inclement weather will be an excused work absence(s).

Students' Attendance at Their Regular High School Will Affect the Students' Work Attendance

A student who is marked absent unexcused at their regular high school for half or more of their school day and works their regular work shift at 12 for Life, will receive an *Unexcused Absence Notification Form* from a 12-for-Life staff member. The *Unexcused Absence Form's* purpose is to notify the student that they have an unexcused absence in one or more of their academic classes at their regular high school.

Students' receiving an *Unexcused Absence Notification Form* will have three (3) days to turn in a valid note from their parent or guardian to their regular high school to change the unexcused absence to an excused absence. If the student fails to turn in a note and the absence to their academic class or classes at their regular high school remains unexcused, the student will receive a day off from work. The day off of work due to unexcused absence at their regular high school cannot be excused by a parent note and will count toward their attendance points.

If a student has unexcused absences for less than a full day at their regular high school, which includes an absence to a single academic class and works their regular shift that day, the student will receive an *Unexcused Absence Notification Form* as a warning. Students who receive their second *Unexcused Absence Notification Form* as a warning for less than a full day at their regular high school will be assigned a day off if the absences have not been excused within 3 school days.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____