

## ATTENDANCE MATTERS

**Kings Chapel Elementary values regular attendance to enable the success of all students. Please prioritize having your child at school on time every day.**

- Parents are required to provide excuses for absences within 5 school days. Excuses are accepted through email, Class Dojo, or can be handwritten. Excuses should be turned into the front office. Verbal excuses are not accepted.
- Each student is allowed up to ten excused parent notes, within the approved reasons by the Georgia Board of Education. After ten excused parent notes, each absence after these ten will be considered unexcused without doctor documentation. For additional information regarding attendance policies and proceedings, visit [KCES.hcbe.net](http://KCES.hcbe.net)
- **3 unexcused absences**: Parent will be notified, and an attendance letter will be sent home with the student.
- **5 unexcused absences**: Parent will be notified of truancy with a scheduled conference at Kings Chapel and will be required to sign an attendance contract. 5 unexcused absences in Georgia are declared as truant by law.
- **8 unexcused absences**: Parent will meet with the school's social worker from the Social Services Department for judicial proceedings.

### Tardy/ Early dismissals

- The instructional day is from 8:30 am to 3:30 pm. After 8:30 am students are considered tardy, and a parent is required to sign the student in through the front office. **If your child will be eating breakfast, please ensure that he or she is dropped off early enough to eat breakfast before 8:30 am.**
- Excessive tardies and/or early dismissals could result in mandatory make-up time, referral to HCBOE Social Services Department, and parent conferences. Tardies and early dismissal impact a student's instructional time and may impact their academic achievement.