



Sixth-Grade Campus 4360 Powers Ferry Road | Atlanta, GA 30327 | (404) 802-5650
Seventh- & Eighth- Grade Campus 2875 Northside Drive | Atlanta, GA 30305 | (404) 802-5600

Student Absence Procedures

At Sutton Middle School, we want students present each day. However, with Covid and other illnesses, as well as unexpected emergencies, we understand that a student may need to miss a day of school on occasion.

Absences for less than three days for NON-Covid illness or quarantine:

1. You do not need to call the school or notify teachers for a typical student absence. You are welcome to email teachers, but this is not required.
2. Upon the return of your child, please send in an absence note so that we can code the absence appropriately. Please see the Atlanta Public Schools Board Policy regarding excused absences. Students can bring the note to the main office.
3. Teacher Google Classrooms will contain information on any assignments or work that a student may access during or after an absence. (Google classrooms are not fully functioning until after day 10 of a school year.)
4. Students will have time to make up missed work without penalty as long as the absence is for an excused reason.
5. Students absent for non-Covid illness or other reasons will NOT have access to teacher zoom classes.

Absences for School Based Covid quarantine:

1. Any student who has to quarantine because of a school-based exposure will receive a note from the school and/or a call from the nurse.
2. During quarantine, students will be able to access teachers' Google Classrooms for assignments.
3. Where feasible, students on school-based quarantine will be able to "zoom in" to teachers' classrooms. Please note, this is NOT simultaneous teaching but rather an opportunity to be exposed to the live instruction.
4. We ask that students, who are quarantined but not symptomatic or ill, keep up with their schoolwork to the extent possible.
5. Teachers will provide additional support to students on quarantine upon request from the parent or student. This could be tutoring time over zoom, extra support in the classroom upon the return of the student, or other individually created supports to assure students are mastering the standards. Teachers may also assign tutoring sessions (via Zoom while out, or in person upon return) and students will be expected to attend.
6. Teachers receive notification of all students on a school-based quarantine and will expect them on zoom at the scheduled class time if they have access to do so from home.

Absences for Covid Positive Illness

1. Parents will need to complete the APS Covid positive online form that the nurse and school will receive.
2. The school will follow up and verify the Covid case with the parent.
3. Once verified, students will have access to zoom into classes if they are well enough to do so.
4. If a student is unable to complete work while sick with Covid, they will have additional time to make up work without penalty.

For any excused absences longer than three days but not Covid related, please call the grade level counselor who will discuss the situation with you and create a plan. We are unable to accommodate *unexcused* long-term absences (vacations during the school year, etc.). At this time, we are unable to provide Zoom access for any absences except verified positive Covid cases or school based quarantines due to exposure. If you have any questions regarding student absences, please reach out to the grade level counselor or administrator.