

Griffin High School Attendance Procedures 2013-2014

Check In /Tardiness to School

- Students arriving to school after 7:40 a.m. will need to report to the Attendance Office.
- No students will be admitted to 1st period after the tardy bell without a tardy pass from the Attendance Office. Please note, failure to check-in through the Attendance Office will cause the student to be absent from class.
- To be excused for a doctor, funeral and court, the student must provide documentation when he/she returns to school; students arriving to school without proper documentation will result as unexcused absent.
- Medical or Dental documentation maybe faxed to the Attendance Office at **770-467-4644**.
- Parent note must include a date, reason for late arrival and parent signature. State the reason for the late arrival.
- Parent's notes will be accepted for five (5) tardiness per semester due to sickness/illness, after that a medical documentation will be required for the purpose of an extended illness.
- Students are not allowed to check in after **10:30 a.m.** unless medical, legal or bereavement documentation is presented by the student. An administrator must approve any exceptions.

Consequences for Unexcused Tardy to School

- 1st-2nd Offense (Warning)
- 3th-4th Offense (Detention)
- 5th Offense (Parent Conference)
- 6th Offense (1 Day ISS)
- 7th Offense (2 Day ISS)
- 8th -9th Offense (1 Day OSS for each Tardy)
- 10th Offense (Administrative Action)

Consequences for Unexcused Tardy to Class

- 1st Offense (Warning)
- 2nd Offense (Detention)
- 3rd Offense (Detention)
- 4th Offense (1 day ISS)
- 5th Offense (1 day OSS)
- 6th Offense (2 days ISS)
- 7th Offense (2 days OSS)
- Pattern continues

Check-Out

Procedures for checking out:

- Student must bring a parent note to the Attendance Office before 1st period. Notes should include the following: date, student first and last name, check out time, reason for the check out, if the student will be picked up or drive, parent signature and phone number for verification. Students will not be released until parent(s) are contacted by the Attendance Office.
- Contact with a parent/guardian is required before a student is released from school; this also includes all students who are 18 years old or older. Students who need to leave campus during the day or “leaving school without permission” **MUST** check out through the Attendance Office. Students who do not follow this procedure will be considered absent and also will receive disciplinary action.
- Attendance Office will **NOT** accept check-out over the phone or after **3:00 p.m.** **NO EXCEPTION!!**

Emergency/Illness and other Check Outs

- Students who need to check out for an illness or injury must be processed through the nurse’s clinic. Failure to follow this procedure will result as an unexcused absence.
- Parent/Guardian will be contacted by the school nurse for permission to check out. Only those listed on the clinic card will be allow to check out students.
- Students will bring permission slip from the nurse clinic to the Attendance Office for an excused leave slip due to illness.
- Student must officially check-out through the Attendance Office.

Absence for School

- When student is absent from school, parent should notify the Attendance Office **at 770-229-3752 ext 176.**
- Student will be responsible for bringing a note for each unexcused absences by the end of day 3. (Example: a student return to school on Monday due to sickness must submit to the Attendance Office proper documentation by Wednesday morning. After that time, it will be considered unexcused.

Certificate of Attendance for Driver's Licenses

The Certificate of Attendance is needed in order to receive a learner's and regular driver's license. These are handled in the Attendance office.

- Please note that it takes 24 hours to process this request.
- The cost is \$4.00 at the time of request. Please have exact change. **Cash Only.**
- Certificates of Attendance must be submitted to the Department of Motor Vehicle within 30 days.

Attendance Regarding Driver License

- The Teenage and Adult Driver Responsibility Act (TAADRA) establishes graduated driver licensing for Georgians between the ages of 15 to 18 years old. Instruction permit or provisional licenses which teenagers hold until the age of 18 will be suspended if a student drops out of school without graduating or remained out of school for 10 days, or have more than 10 school days of unexcused absences in the current academic year or (10) or more school days of unexcused absences in the previous academic year. The student's driver's license will then be suspended for one year or until their 18th birthday.