

ATTENDANCE

Regular attendance is essential to success in school. As permitted under the Georgia compulsory education law and Forsyth County Board of Education policy, students may be excused for the following reasons:

- ☐ Personal illness or attendance in school that endangers a student's health or the health of others.
- ☐ A serious illness or death in a student's immediate family necessitating absence from school.
- ☐ A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- ☐ The observance of religious holidays, necessitating absence from school.
- ☐ Conditions rendering attendance impossible or hazardous to student health or safety.
- ☐ A scheduled medical, dental or eye examination of the student.
- ☐ Registering to vote or voting.

Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Non-school related activities and vacations are considered unexcused.

- Students shall be counted present when they are serving as a page in the Georgia General Assembly.
- Foster care students are to be counted present at school when attending court proceedings related to the student's foster care.

ABSENCES

It is the responsibility of the parent(s)/ guardian(s) to contact the school office, by 10:00 a.m. to report the student's absence. Students must submit a note or parents must fax or e-mail the attendance office within five (5) school days for the student's absence to be considered excused. Attendance Fax Number: 770-887-1132 or Attendance e-mail: shmckinzie@forsyth.k12.ga.us. The parent/guardian must write the note, fax or e-mail stating the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. Medical notes may be submitted for any absence, check-out or check-in. After 10 absences without a medical note being submitted, a medical note will be required to excuse an absence. If the student has a combination of 10 check-ins and/or check-outs without medical notes, medical notes will be required to excuse an absence.

In case of extended illness, hospitalization or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student.

COLLEGE VISITS

Juniors and seniors may visit colleges during the school year for no more than 4 days per year. The student must bring documentation from the school indicating that the student visited the school. College visitations will be considered field trips as long as the student provides documentation.

CONSEQUENCES:

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory education law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

Any student who has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year will be subject to the rules of T.A.A.D.R.A. & O.C.G.A. 40-5-22, school attendance and motor vehicle licenses law. In order to be eligible for a license, a student must satisfy the attendance requirements noted above for a period of one academic year prior to the application for an instruction permit or driver's license. The instruction permit or driver's license will be revoked for a period of one year, if a student has ten or more school days of unexcused absences in an academic year.

MAKE-UP WORK:

It is the student's responsibility to turn in make-up work, when he/she is absent from school. Parents/guardians and students are encouraged to contact the teacher to retrieve make-up work. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

LATE CHECK-IN OR EARLY CHECK-OUT:

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused tardies and early check-outs will be considered one unexcused absence. Students who miss more than half of the time in any class will be considered absent for that class period. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a physician's note or appointment card is required within 5 school days to be considered excused.

Check-in: Students must sign in through the attendance office when they arrive at school after the first period bell.

Check-out: If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse for the absence to be excused. Parents must personally sign their child out. To obtain an Early Check-out Pass, students are responsible for submitting a note to the office before school starts or the parent is required to personally check out the student. Phone calls to check out a student will not be permitted.

TARDY POLICY

Promptness is part of good attendance; students are expected to arrive on time to every class. Students are late to school if they arrive after the tardy bell rings for first period to begin. Students must sign in at the attendance office when they arrive after the sounding of the first period late bell. Failure to sign in at the Attendance Office will result in a disciplinary referral.

Students who miss more than half of any class period will be counted absent for that period. Missing less than half the time in any class but more than 5 minutes will be considered truant unless the student has a teacher pass or has checked in at the attendance office. Students arriving after the late bell but prior to 5 minutes late without a pass will be considered tardy.

Consequences for Tardies	
1 st	Teacher Warning
2 nd -4 th	Teacher detention and call to parent
5 th -8 th	Discipline for this range will include one or more of the following: Administrative detention, Saturday School, Friday Night School, Loss of Parking
9 th -11 th	2-5 days ISS
12 th +	1-10 days OSS

Failure to attend detentions will result in additional consequences.

FIELD TRIPS

Field trips and/or school-sponsored activities do not count as an absence or early dismissal from school. Students are permitted ten (10) days per school year for field trips and school related activities. Students may be denied field trip attendance if they are failing classes or have been a discipline problem in class or on campus. Seniors are permitted four field trip days for college visits. Students must submit documentation to the school prior to the day of the visit.

CERTIFICATE OF ATTENDANCE

Students are required to have a Certificate of Attendance completed by the school before they can get a learner's permit or a driver's license. These forms are located in the attendance office.

Students should fill out the top of the form and then turn it in. The office will then check the students' attendance for the previous full year and fill out the schools' portion of the certificate. The certificates of attendance should be ready for the student to pick back up within 48 hours. Certificates of Attendance cannot be faxed.