

1st Period Teacher Name: _____

Mandatory School Attendance

Absences: Students are allowed five (5) parent “handwritten” absentee notes per semester. Additional handwritten notes will be marked as “unexcused” absences; therefore, the student would not be allowed to receive credit for work missed. Violators of the school attendance policy may be referred to the school social worker, and/or placement on an attendance contract, and/or have their parking pass pulled. In order for the absence to be excused, the student is required to turn their note in to the attendance office prior to 8:10 am on the morning of the first day they return to school from their absence. The note should include the following: parent signature, parent phone number, student first & last name, student ID number, date(s) absent, and reason for absence.

Tardies and Early Checkouts: Students are allowed five (5) parent “handwritten” tardy notes per semester. If the student does not have a WHS parking permit, a disciplinary referral will be issued on the 6th unexcused tardy which will result in (2) days ISS. A four-step will be issued in the attendance office for the 7th, 8th, and 9th tardy. A disciplinary referral will be issued on the 10th tardy which will result in (2) days ISS. The same procedure will be followed for additional tardies. If the student has a WHS parking permit, the pass will be pulled for 2 days on the 6th tardy, 5 days on the 10th tardy, and 10 days on the 14th tardy. Students should arrive at school on time and should remain in school for the complete school day. Acceptable excuses for tardies to school or early checkouts are the same as excused reasons for full-day absences. For example, car trouble is not excusable since HCBOE provides transportation to school. Students who do not report to the attendance office for check-in for a tardy before reporting to class will be written up on a disciplinary referral.

Truancy: Based on Georgia Law (20-2-690.1) and State Board of Education Rule (JB), any child between the ages of 6 and 16 who during the school calendar year has more than five days of unexcused absences from school will be considered truant.

Penalties: The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates the Mandatory Attendance Code section of Georgia law, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of 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 per absence. Each day’s absence from school is a violation of this provision and shall constitute a separate offense. If convicted of truancy, juveniles may face severe penalties under the Juvenile Code of the State of Georgia.

Teenage and Adult Driver Responsibility Act: Georgia Code Section 40-5-22 (TAADRA) requires that students must meet attendance and discipline requirements in order to receive and maintain a Georgia driver’s permit or license. Between the ages of 14 and 18, unexcused absences may result in students becoming ineligible to receive or maintain a Georgia driver’s permit or license. Before applying for a Learner’s or Driver’s License, the student should request a Certificate of Attendance from the school. Please allow for a 24 hour turnaround time. The first Certificate of Attendance is free and expires after 30 days. If the certificate expires and another is requested within a year, the cost is \$5.00 each. An ADAP card is also required for the permanent Driver’s License. These are given to the student after passing the Drug and Alcohol Awareness test in Health class. There is a \$5.00 charge for re-issuance.

Student Name (Printed)

Student Signature

Parent Signature

Date