



SPRAYBERRY HIGH SCHOOL

ATTENDANCE INFORMATION

Dr. Richmond Parker, *Assistant Principal (EXT 267)*

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Mrs. Beth Gibeaut, *PPO Clerk (EXT 310)*

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The safety and education of our students is our main concern; we appreciate your cooperation in abiding by the guidelines below:

The Attendance Office is located inside the back doors of the school (near the patio and bus lanes). The office is open from 8:00 a.m. to 4:00 p.m. Parents/Guardians must show an I.D. in order to check out a student.

State Board of Education policy allows only the following circumstances as Excused Absences:

1. Personal illness.
2. Death or serious illness in the immediate family.
3. Recognized holiday observed by the student's faith.
4. Doctor Visit – Doctor's note must be submitted.
5. Absences mandated by governmental agencies (*court order, etc.*).
6. Conditions which render school attendance impossible or hazardous to the student's health and safety.
7. Selection to serve as a Page in the General Assembly.
8. Up to a maximum of five (5) days per school year to visit with a parent who is in military service in the armed forces on leave from an overseas deployment to a combat zone.

****ALL OTHER REASONS ARE UNEXCUSED****

Tardy To School or Checking In Late

Documentation for excused tardies is due at the time of arrival. The **ONLY** ways for a late arrival to school to be excused are if a parent comes in to the Attendance Office or sends a written note from a parent or a doctor.

Checking Out Of School Early

If a student needs to leave school during the day, a written note from a parent/guardian (*including a parent phone number, student's name, student ID number, and reason for early dismissal*) should be brought to the Attendance Office **BEFORE SCHOOL STARTS**. You may also send notes by fax or by e-mail:

FAX: 770-578-3202

E-MAIL: BETH.GIBEAUT@COBBK12.ORG

For the safety of all students no phone check outs are allowed and requests for early dismissal must be in writing so that they can be verified. If anyone other than the parent/guardian (*Uber driver, taxi driver, relative, friend, etc.*) is coming in to pick up your student, the note must contain the name of the person signing the student out. The person picking the student up must come inside and show ID in order to sign the student out.

If your student is driving or walking, a parent **MUST** be contacted before he/she is allowed to leave campus. In the event that a parent cannot be reached, the student will not be

permitted to leave. If an emergency medical appointment is scheduled on the same day and the student is driving, the parent must send a fax to 770-578-3202 in advance to arrange for a student checkout. Any early dismissals that have not been pre-arranged (walk-ins) will not be accommodated after 3:10 p.m. without an Administrator's approval.

If a student becomes sick during the day

If a student becomes ill during the day, he/she should report to the nurse's clinic, located in the main building, with a hall pass from the current teacher. The parent or guardian will be contacted for arrangements to transport the student home.

College Visits

Parents must submit a note on university letterhead in order for a college visit to be excused.

Absent From School

If a student is absent for any reason, a written note from a parent/guardian is required within **three (3) days** to excuse this absence. The note is to be brought to the Attendance Office by your student upon their return to school. The note must contain the student's ID number. Only the reasons listed previously may be excused. If a student has been absent from school 10 or more days during the school year, school administration and/or school social worker may require a doctor's statement verifying illness. Under certain circumstances, the record for previous year's absences may be reviewed with a doctor's note requested before 10 days expire. Work missed due to an unexcused absence will result in a zero and no credit awarded.

What If My Child Has To Be Absent For An Unexcused Reason?

Absences due to family/educational trips **MUST BE APPROVED IN WRITING BY AN ADMINISTRATOR BEFORE** the trip is taken. These absences will be marked unexcused; however, permission may be given to make-up work missed, provided that arrangements are made in advance.

How can I verify my child's attendance?

ParentVue may be used to see both your child's attendance and grades. Visit the Main Office to complete a simple application and receive your PIV Access Code.

Certificates of Enrollment

A Certificate of Enrollment is required to get a driver's license or permit. Students need to come into the Attendance Office and sign their names on the *Request for Certificate of Enrollment Clipboard*. A \$2.00 processing fee is required when the form is picked up. **Please note that there is a 48 hour turnaround.**

Change in address, phone number, or contacts

It is very important for the school to maintain accurate contact information. Please contact the **Counseling Office** if there are any changes to your student's record, (*i.e. telephone number, address, contacts*).