



## CHECK IN / OUT POLICY

### **Check In:**

Students arriving to school following the 7:20AM tardy bell will report to the Attendance Office – A2. To be considered for an excused check-in, the student must bring a note signed by parent/guardian stating the date, reason for the lateness, and a phone number for follow-up. To be excused for a doctor or court appointment, the student must provide medical or court documentation of the appointment when he/she returns to school. **Students arriving late to school without proper documentation will be considered unexcused.** Check-ins will be regarded as tardies. Parents are not required to check their child in.

Parent notes will be accepted for five (5) check-ins or tardies per semester. After five check-ins or tardies, formal medical documentation will be required for the purpose of validating a serious or extended illness. Medical or dental documentation may be faxed to the Attendance Office at 770-985-5075.

Please note, failure to check in with the Attendance Office may cause the student to be considered as AWOL from class.

### **Check Out:**

Students who need to leave campus during the day **must** check out through the Attendance Office-A2. Students who do not follow this procedure will be considered AWOL and may receive appropriate consequences. Contact with a parent or guardian is required before a student is released from school. This includes all students including those 18 years old or older. **Parents are not required to come inside for student if verification has been made.**

Procedure for Checking Out:

- Students must bring a note to the Attendance Office A-2 between 6:55 a.m. – 7:15 a.m.
- The note should include the following: date, student's first and last name, student number, check out time, reason for the check out, if the student will be picked up or drive, parent signature and phone number(s) for verification. No student will be released until contact with parent is made. Please allow your child at least 10 minutes to leave class and report to the Maroon Gym Lobby when checking out.
- Student will report back to the Attendance Office A-2 to pick up their check out ticket.
- Student will meet their parent at the Maroon Gym Lobby entrance of the school near the student drop-off unless other arrangements have been made or the student is allowed to drive.
- Students are not allowed to check-out after 1:45 p.m. or during final exams.
- Students checking out for a doctor, dental or court appointment will be considered **unexcused** until the Attendance Office has been provided with medical or court documentation of the appointment.

**For an emergency/illness and other check outs**

In the case of an emergency, please call the attendance office at 678-344-2607 for check out.

- Students who need to check out for an illness or injury must be processed through the clinic. They should NOT contact their parents via cell phone to check out.
- The student should obtain a pass from his/her teacher to go to the clinic to call a parent, guardian or emergency contact person listed on the clinic card.
- The parent/guardian will be contacted for permission to check out. Only those listed on the clinic card will be allowed to check out students.
- Student will bring a permission slip from clinic to the Attendance office for an excused check out due to illness.
- Students must officially check out through the Attendance Office.

***Please remember, the cell phone policy does apply and cell phones are prohibited during instructional time. This includes receiving or sending text messages during class periods. Students are allowed to use their phones during lunch and before/after school hours.***