



BERKMAR HIGH SCHOOL

ATTENDANCE/TARDY POLICY CHANGES



TARDY TO SCHOOL POLICY: All students are expected to be at school and in classes on time. This means in the classroom before the tardy bell rings. Students are not considered tardy to school until after 7:25 AM. Please be aware that the state of Georgia does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school.

PROCEDURE FOR CHECK-INS:

When arriving on campus after 7:25 AM:

1. Report directly to the Attendance Office (8.237).
2. Bring a parent/guardian or a note signed by parent/guardian stating the reason for the late arrival. On a note, include a date, reason for tardy, parent signature and a phone number for verification. If the reason is a state-acceptable excuse, the check-in will be marked excused. Otherwise the check-in will be logged as unexcused and the student will be considered tardy to school.
3. Attendance personnel will classify the tardy and give student the appropriate permit to class.

Consequences for Unexcused Check-in (Tardy to School):

1 st & 2 nd Offense:	Warning
3 rd Offense:	3 Days of Silent Lunch
6 th Offense:	5 Days of Silent Lunch
10 th Offense:	1 Day Suspension
12 th Offense:	1 Day Suspension, parent meeting and Attendance Contract

**After the 12th offense, the consequence issued to a student will be at the discretion of the administrator.*

UNEXCUSED TARDY TO CLASS POLICY: All students are expected to be in class on time. This means in the classroom before the tardy bell rings. If the student is not in the room on time, then (s)he must go to a PATS location to obtain a tardy pass. The student will not be allowed into class without the pass. This applies to all periods including 1st period as long as it is prior to 7:25AM. If a student arrives tardy to 1st period after 7:25AM they are considered tardy to school and must report to the Attendance office for the appropriate pass (see above).

PROCEDURE FOR TARDY TO CLASS:

1. Report directly to the closest PATS Location (4.104, 6.116, 7.213, 8.115 or 8.331).
2. Once the student obtains a tardy pass, (s)he should report directly to class.
3. If a student fails to get a pass and/or fails to attend class, the student will be considered AWOL (absent without leave/permission).

Consequences for Tardy To Class:

1 st – 5 th Offense:	Warning
6 th Offense:	3 Days of Silent Lunch
10 th Offense:	5 Days of Silent Lunch
14 th Offense:	1 Day Suspension
16 th Offense:	1 Day Suspension
18 th Offense:	1 Day Suspension

**After the 18th offense, the consequence issued to a student will be at the discretion of the administrator.*