

Admission Requirements:

To be admitted in any Baldwin County School, a student must present:

- Proof of residence/mortgage/lease with an address and a utility bill showing current service address. (Must be in the parent/legal guardian's name.)
- A certified copy of his/her birth certificate.
- A social security card or waiver.
- An up-to-date immunization form showing the expiration date. (A certificate can be secured from local physicians or the county health department. The school cannot accept a certificate that is not on the state form.)

- A valid eye, ear and dental certificate. (Certificate can be secured from the local health department.)
- Proof of guardianship if not living with natural parents. Student Withdrawal (GA State Law) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthday. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

Student Withdrawal (GA State Law)

● Any minor OVER the age of mandatory attendance (16-18) who has not completed all requirements for a high school diploma who wishes to withdraw from school must have the written permission of his or her parents or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general education development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

Attendance and Tardy Policies

Regular school attendance gives children a solid foundation for a happier and more successful future. Everyone benefits when children attend school regularly. Parents can and will influence their child's attitude toward school and learning through what they say and more importantly, by what they do. We need everyone to work with us in making this aspect of school a total success.

Attendance Policy for students under the age of 16

Students at Baldwin High School who are under the age of 16 are covered by the State of Georgia Compulsory Attendance Law (OCGA 20-2-690.1). This law requires students to regularly attend school until their 16th birthday. The Georgia Compulsory Attendance Law requires that the School provide each

parent/guardian a written summary of possible consequences and penalties for failing to comply with the compulsory Attendance Law.

The parent/guardian and student shall sign a statement indicating receipt of such written statement and indicating that they have read and understand the Attendance Policy of the Baldwin County Board of Education as documented in the School Handbook.

Perfect Attendance

Students who are present for all of the class blocks for every school day will be recognized for perfect attendance awards.

Georgia Driver's License

Students under the age of 18 must maintain satisfactory attendance in their classes according to Georgia state law (HB 1190) to obtain and maintain a valid Georgia permit or driver's license. Baldwin High School will provide documentation to the Georgia Department of Drivers Services regarding students who do not maintain satisfactory attendance or students who withdraw from school or are expelled.

School Enrollment

Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school.

Recent legislative changes have transitioned the reporting of Home School attendance from the local school boards to the Department of Education (DOE) Headquarters. In order to assist in this transition, DDS has begun accepting the Department of Education's "Declaration of Intent To Utilize a Home Study Program" (HSPDOI, DOI) as proof of attendance in a Home School program.

The "Declaration of Intent to Utilize a Home Study Program" form must indicate a 30 digit Department of Education number on the Signature Parent/Guardian line. The Date submitted is optional. This form is not a certified form.

Temporary Driving Permit

A student can obtain a temporary driving permit from the Department of Driver Services to drive to and from work with a suspended license, if he or she has demonstrated the need for the permit. The permit would only be granted if the driver's license has been suspended for a school-related infraction or for dropping out of school.

Petition for Hardship Exemption to School Conduct and Attendance Requirement

Information on Hardship Licenses S

Students under 18 that have a school suspension on their license may apply for a Hardship Exemption. A Hardship must be proven with documentation from a physician or the school. A Hardship exemption is not available for any other suspension, although some other suspensions allow limited permits for work. School Hours 8:15 a.m. – 3:15 p.m. Students may enter the commons area/cafeteria at 7:30 A.M. The academic wings will be open at 8:05 A.M. and close at 5:00 P.M. No student should be in the building after 3:15 P.M. unless under the direct supervision of a teacher, coach, or activity sponsor. The building doors will be secured at 5:00 P.M.

Sign In/Sign Out Policy

Any student arriving after 1st period officially begins must sign in at the attendance office. Any student leaving campus before last period ends must sign out at the attendance office. **Students signing out during a school day will not be allowed to sign back in on the same day unless the parent signs them back in. During State and Local testing administrations, students will not be allowed to check out while testing is in progress.** Emergency situations will be considered by school administration. Parents or guardians must show photo ID and be listed in the student information system as an approved person to check students out.

Excused Absences

A parent may submit undocumented excuses for five (5) days per school year. All other absences must be documented with a statement from a doctor or a medical facility. These excuses **must be submitted within three (3) school days of the absence.** The following information must be specified on each excuse: The date excuse is written; the date(s) and day(s) of absence(s); the reason for the absence (s), and must be signed by the parent/guardian.

Reasons Accepted for Excused Absences:

- Personal illness and when attendance would endanger the health of the student or the health of others.
- Death of an immediate family member.
- Religious Holidays ● Registering to vote (for a period not to exceed one day)
- When absence is mandated by order of government agencies, e.g., pre-induction ● Physical examination for armed services or Court Ordered appearances.
- Conditions rendering attendance impossible or hazardous to the health or safety of the student.

Procedures for Students under the age of 16 with excessive unexcused absences:

- When a student accumulates three (3) unexcused absences, the school shall contact the parent/guardian informing them of the three (3) unexcused absences.
- When five (5) unexcused absences are accumulated, a referral will be made to the Baldwin County School System truancy officer as required by Ga. Law.
- The System Attendance Officer shall notify the parents/guardian (by certified mail, return receipt requested) notifying of the absences and include a written summary of the consequences for failing to comply with the Compulsory Attendance Law.
 - Penalties are fines up to \$100.00 per day; up to 30 days per jail, community service or a combination of the penalties, at the discretion of the court.
 - Each unexcused absence over (5) is considered a separate offense. Upon receiving a referral, the Attendance Officer may refer cases of five (5) unexcused absences to the School Social Worker, the Dept. of Family and Children Services (or other appropriate community agencies), Interagency Council and/or to the Attendance Support Team for the School. The Attendance Support Team can be composed of the System Attendance Officer, School administrator, school counselor, parent, student, and any other pertinent party. Failure of a parent/guardian to attend and participate in the Attendance Support Team Meeting will be considered as non-compliance.
 - If the truancy issue is not resolved after the above processes, legal action will be taken against the parent and the student. A Juvenile Complaint Report will be filed on the student and a State Warrant will be issued for the parent/guardian.

