

ELEMENTARY ATTENDANCE GUIDELINES

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within **THREE** days after the student is back in school, this absence will be **UNLAWFUL**. The maximum number of days that will be recorded as lawful absences with parent notes will be **FIVE**.

Students will be considered lawfully absent when:

- a. they are ill and their attendance in school would endanger their health or the health of others.
- b. there is a death or serious illness in their immediate family – with proper documentation (bulletin, death notice, etc.).
- c. there is a recognized religious holiday of their faith.
- d. activities approved in advance by the principal.
- e. the student is suspended from school.
- f. there is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- g.

Students will be considered lawfully tardy when:

- a. a doctor's medical note is presented at time of arrival.

Lawful absences allow students to make up missed work.

Note: Out of town trips/vacations are not lawfully excused absences.

After three consecutive or total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan.

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful). When a student is absent more than 10 days, attendance is an important factor used in the promotion/retention decisions for grades K-5. More than 10 absences and/or excessive tardies could result in a referral to Family Court.

Citation: South Carolina Code of Laws 59-65-50, 60 & 70 and South Carolina Board of Education Regulations.

Early withdrawals:

Students are not allowed to leave school after 2:00 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes can be made AFTER 2:00 p.m.

MIDDLE SCHOOL ATTENDANCE GUIDELINES

Students are required to attend school 170 days out of the 180 day school year. This is South Carolina Code of Laws 59-65-50, 60, & 70 and South Carolina Board of Education Regulation.

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse within three days after returning to school. If this excuse is not turned in within THREE days after the student is back in school, the absence will be unlawful.

Students will be considered lawfully absent with proper documentation when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family.
- c. There is a recognized religious holiday of their faith.
- d. Activities approved in advance by the principal.
- e. The student is suspended out of school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

Lawful absences allow students to make up missed work. The maximum number of days that will be recorded as lawful absences with parent's notes will be FIVE.

Students will be considered unlawfully absent when:

- a. They are willfully absent from school without the knowledge of their parent or guardian.
- b. They are absent without acceptable cause with the knowledge of their parent or guardian.
- c. Out of town trips/vacations.

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event.

The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful). When a student is absent more than 10 days, attendance is an important factor used in the promotion/retention decisions for grades 6-8.

Any student enrolled in a high school credit course will fail due to attendance if absences exceed a total of TEN days (lawful or unlawful). Students who miss more than the allowed number of absences in a high school credit course are required to attend make-up sessions or student will fail the course due to attendance.

After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.

Citation: South Carolina Code of Laws 59-65-50, 60, & 70 and South Carolina Board of Education Regulations.

HIGH SCHOOL ATTENDANCE GUIDELINES

In order to receive credit for a high school course, a student must attend at least 84 out of 90 school days to receive credit for a one-unit course. This policy means the students will only be allowed 6 absences of any type (lawful or unlawful) in a one unit-course. **ALL ABSENCES OVER SIX MUST BE MADE UP.** Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse within three days after returning to school. If this excuse is not turned in within **THREE** days, the absence will be unlawful. The maximum number of days that will be recorded as lawful absences with parent notes will be 3 days per semester.

Students will be considered lawfully absent when:

- a. They are ill and their attendance in school would endanger their health or the health of others.
- b. There is a death or serious illness in their immediate family.
- c. There is a recognized religious holiday of their faith.
- d. Activities approved in advance by the principal.
- e. The student is suspended out of school.
- f. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.

All lawful absences may be made up in make-up sessions.

Students will be considered unlawfully absent when:

- a. They are willfully absent from school without the knowledge of their parent or guardian.
- b. They are absent without acceptable cause with the knowledge of their parent or guardian.
- c. Out of town trips/vacations.

Students who miss more than the allotted number of absences are required to attend Credit Retrieval sessions. This also includes students who are absent due to out of school suspensions. These sessions must be attended or students will fail the course due to absences.

All students must be in class 2/3 of the class to be counted present. This is 60 minutes for a 90 minute class. All absences must be made up by the last scheduled Credit Retrieval session each semester.

Students who participate in extracurricular activities, such as sports, concerts, and prom must be in attendance at least one-half of the school day on the day of the event.

After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.

Citation: South Carolina Code of Laws 59-65-50, 60, & 70 and South Carolina Board of Education Regulations.