

ATTENDANCE RULES

Greenville County Schools follows SC state law regarding school attendance.

Parents have a legal responsibility to send their children to school.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student does not have an excuse, the absence(s) will be coded as either unverified or unexcused in Powerschool.

There are four methods of sending a doctor's note or parent's note to the attendance office:

1. Submit a note using Google Forms, early dismissal notes must be received before 9:30AM
<https://goo.gl/forms/ahxGf5LH7u53G1bA3>
2. Email a scanned doctor's note or parent's note to scmitche@greenville.k12.sc.us
3. Fax a note to 864-355-9775
4. Send a hard copy with your student

A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any absence related to an illness to be lawful it must be supported by a physician statement/medical note. Undocumented absences will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.

A student must be in attendance for the majority of a class period for Carnegie credit purposes.

Leaving campus without an arranged early dismissal (lawful) will be considered an unauthorized campus exit, and the student will be subject to disciplinary action.

The State Department of Education recognizes seniors with 12 years of perfect school attendance. Students will be counted present only when they are actually at school, on homebound instruction, or present at a school activity which is authorized by the school. In high school, attendance is taken during each class period and students are considered present in a class when they are in attendance for over half of the class period.

If students are present on the day a test or project due date is announced and absent on the day of the test, they must be prepared to take the test or turn in the project on the day they return to school.

Field trips are considered attendance days and work missed due to field trips is due on the day of return.

Truancy - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

Transfer of Plans - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

SEAT TIME RECOVERY

Seat Time Recovery (STR) allows students who are currently passing a course and have more than the maximum number of absences to make up the hours required to receive credit for a course.

1 hour in STR = 1 class period. Students may recover a maximum of 6 hours of seat time per week. Hours cannot be banked. Students cannot recover more than 60 hours in a school year. STR contracts will be available in the front office and on the school's website. It must be signed by the student, parent/guardian, and the school coordinator. Fridays will be the deadline to submit the completed STR contract with payment to attend the upcoming Monday. Mondays will be the deadline to submit the completed STR contract with payment to attend the upcoming Wednesday and Saturday. *Students will not be admitted that have not met the above deadlines.*

Students must arrive no later than the start time in the cafeteria. The STR staff will have the right to dismiss a student at any time, when deemed necessary due to lack of materials, behavioral problems, sleeping, talking, etc. School rules apply. If a student is dismissed before the session is over, they will not receive credit for their time served and no money will be refunded. There will be no appeals to the principal. No one will be available to pick up items dropped off for students. Saturday students must bring their own lunch. The student is responsible for transportation to and from the STR Site.

Each Monday or Wednesday 3-hour STR session will cost \$10.00 and each Saturday 6-hour session will cost \$20.00. Payment must be made at the home school at the time of registration. **CASH ONLY. NO REFUNDS WILL BE GRANTED FOR LEAVING EARLY OR NOT ATTENDING THE SESSION PAID FOR.**

Monday and Wednesday 3-hour sessions – 4:00 pm-7:00 pm

Saturday 6-hour sessions – 9:00 am-3:00 pm

1st semester classes – 12/15, 12/17, 1/7, 1/9, 1/12 and 1/14

2nd semester and yearlong classes – 3/4, 3/6, 3/11, 3/13, 3/18, 3/20, 3/27, 4/1, 4/3, 4/6, 4/8, 4/10, 4/24, 4/27, 4/29, 5/1, 5/4, 5/6, 5/8, 5/11, 5/13, **5/15 last STR for seniors**, 5/18, 5/20, 5/22, 5/25, 5/29

STR dates at EHS may be cancelled due to low participation.

TARDY POLICY

Students must arrive to school on time every day. Students who are late to any class should report to the Tardy Station to obtain a tardy pass. Only students who arrive late to school with a doctor's note or court appearance document can obtain an excused late pass. A parent note is not accepted for a tardy.

Each student will receive four tardy passes with no consequence each semester. After the fourth tardy pass, disciplinary action will occur.

Students are given five minutes between each class and should be prompt in reporting to class. Students are expected to be in the room when the bell rings. Passes from teachers are not acceptable for being late to class.

PRE-ARRANGED COLLEGE VISITS

Seniors and juniors are offered three (3) college visitation days to assist the application and admissions process. Pre-arranged college visit forms are available in the Attendance Office. Completed forms should be turned in to Attendance one week in advance of the college visit. Students must provide documentation from the visited school within three (3) days of their return to school. No college visits will be permitted after Friday, April 12, 2019.

EARLY DISMISSALS

Students cannot leave class or school without parent/guardian permission verified by the office. Students who leave school early must do so through the office or health room. Leaving campus without an early dismissal yellow slip will be considered an unauthorized campus exit, and the student will be subject to disciplinary action.

Students missing the majority of a class period due to an early dismissal are marked as absent which counts toward the student's cumulative absences.

No early dismissals are issued after 3:15PM or during an exam period.

UNPLANNED, UNEXPECTED DISMISSALS:

Parents must come to the school to sign-out a student for an unplanned, unexpected early dismissal. To insure the safety of our students, we do not accept telephone requests for early dismissals. Parents will be asked to present a photo ID upon arrival to sign-out their student.

DISMISSALS BECAUSE OF ILLNESS:

Students who become ill at school must be dismissed by the nurse in the Health Room. This procedure allows us to track any viruses or illnesses that may affect other students. The school nurse will contact the parent/guardian of the ill student.

Students should never use cell phones to contact their parent/guardian about being sick at school. Students who use cell phones to contact their parent/guardian may be subject to disciplinary action.

It is the student's responsibility to retain all dismissal slips to show their teachers upon return to school.

Students must be present for three classes in order to participate in extracurricular activities. This includes athletic practices.