



High School Attendance Guidelines

Please carefully read the following information about South Carolina School Attendance Laws and District 5 of Lexington and Richland Counties Guidelines for student attendance. Attendance is a vital factor in student achievement, and any absences from school represents a potential educational loss to the student. However, there are some absences that cannot be avoided so District 5 has established attendance guidelines to assist with these types of absences.

Students are expected to attend school each day in accordance with the approved school calendar. Any student who misses school must present a written excuse within **3** days (Board Policy JH), signed by a parent/guardian, or the medical professional who treated the child. If the student fails to submit a valid excuse to school, he/she will automatically receive an unexcused absence. The building principal must approve or disapprove individual absences in excess of ten days regardless if those absences are lawful, unlawful, or a combination of the two.

Absences:

In accordance with *State Board Regulation 43-274*:

<p>Students are considered <u>lawfully</u> absent when:</p> <ol style="list-style-type: none"> 1. They are ill and their attendance in school would endanger his or her health or the health of others 2. There is a death or a serious illness in their immediate family - with proper documentation (i.e. bulletin, death notice, obituary, etc) 3. There is a recognized religious holiday of their faith 4. The student is suspended from school 5. There is an absence due to an activity that is pre-approved by the school building principal <p>Please keep in mind that parent notes are considered excused within the first 5 absences for a semester and 10 for a yearlong course ONLY if the reason for the absence is lawful</p>	<p>Students will be considered <u>unlawfully</u> absent when:</p> <ol style="list-style-type: none"> 1. There is an absence without the knowledge of the parent/guardian 2. There is an absence with the knowledge of the parent/guardian but is not considered a lawful absence
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If a student misses **3 full-day** consecutive unlawful/unexcused days and/or misses a total of 5 or more **full-day** unexcused absences, then the student is considered **truant** (*South Carolina State Board Regulation 43-274*). Once a student is determined to be truant, parents/guardians will receive a letter requesting a conference so that an **Attendance Intervention Plan (AIP)** can be put into place. It is imperative that the school and family collaborate in order to ensure the student's attendance improves. In the event of continued unlawful absences after the AIP has been held, the child/family may be referred to Family Court.

Chronic Absenteeism:

In accordance with the Office of Civil Rights (OCR), schools are now required to capture the exact amount of instructional time that a student is missing throughout the day. The OCR deems a student to be defined as "chronically absent" when meeting the following:

<p>Students are considered chronically absent if/when:</p> <ol style="list-style-type: none"> 1. Any student in grades K-12 who misses 50 percent or more of the instructional day for any reason for 10% or more of the enrollment period 2. ANY and ALL absences contribute to chronic absenteeism (lawful, unlawful, or suspensions)

High School Credit:

Any student enrolled in a high school credit course must not exceed a total of **five** absences in a semester course or **10** absences in a year long course to be awarded high school credit (Board Policy JH) before recapture may be required.