



Carolina Forest High School Attendance Procedures for Students



Hours of Operation

The attendance office will be open from 7:45 to 3:45.

Attendance Policies

South Carolina state law requires that all children attend school regularly beginning with the school year in which the child is five years of age before September 1st until the child attains his/ her 17th birthday or graduates from high school. The school year consists of 180 days, and **high school students cannot accumulate more than 5 unlawful absences per term and still receive credit for the course**, regardless of the grade earned in the course. Students in yearlong courses are allowed 10 unlawful absences only in those courses (students in A/B day yearlong courses are allowed only 5 unlawful absences). Family vacations, organizational trips, or retreats during the school year are included in the 5 unlawful absences per term.

Students Arriving Late

Students arriving on campus before 9:03 AM should report directly to class. Students arriving on campus after 9:03 are to report directly to the attendance office to sign in. **Failure to sign in after 9:03 will result in a disciplinary infraction and an assignment of ISS.** A pass will be issued by the attendance clerk to enter class. Students who arrive on campus between classes still should report to the attendance office to sign in. Students who miss more than 45 minutes of a class will be considered absent. Parents of students who arrive after 9:03 will be called.

Early Dismissal by Parent Request

Students requiring early dismissal should bring a note from their parents to the attendance office in order to obtain an early dismissal pass. All requests are to be in the attendance office prior to 8:15 so that they may be verified by phone. The note must have a phone number at which the parent may be contacted. If the note cannot be verified by phone the student will not be allowed to leave. CFHS will not call classrooms, unless it is an emergency; therefore, the student must have a pass to get out of class. When it is time for students to leave, they are to go by the attendance office to sign out. Students who do not bring a note for a pre-arranged medical or legal appointment must remain in class until the period ends before they will be permitted to sign out of school with their parent/guardian. **Failure to sign out in the attendance office will result in a disciplinary infraction and an assignment of ISS.** Students will not be issued a tardy pass if they fail to bring their note to the attendance office before 8:15.

Procedures to Follow After an Absence

After an absence all students are to report to the attendance office before 8:15 with a note from their parent/guardian or from their doctor. Notes from the parent/guardian or doctor must be submitted to the attendance office within three days of an absence. **Students who fail to submit a note from their parent/guardian or from their doctor after three days will receive a discipline infraction and an assignment of ISS.** Students will not be written a tardy pass to first period because they failed to bring their note to the attendance office before 8:15. All medical notes will be verified by phone. Submitting an altered or forged note will result in 5 days OSS.

Explanations of attendance codes are on the back.

Don't Allow Your Student to Become Truant

Unexcused absences include but are not limited to

- a. absences of a student without the knowledge of his or her parents, or
- b. absences of a student without acceptable cause with the knowledge of his or her parents. (See description below.)

What is Truant?

A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unexcused absences or a total of five unexcused absences per year.

Explanation of Attendance Codes

The following codes do not count in the totals for denial of credit due to excessive absences:

<u>Code</u>	<u>Explanation</u>
(SC – MED)	Medical/ Dental/ Nurse sent home (Must have a doctor's note and /or a nurse's note.)
(SC – BRV)	Bereavement/ Funeral (Note from funeral home, copy of newspaper announcement indicating relationship between student and deceased or copy of service bulletin/ memory card must be turned in and filed with attendance office.)
(SC – LEG)	Court/ Legal (Legal court paper stating when and where the student appeared in court. A traffic ticket or summons is unacceptable.)
(SC – WTHR)	Extreme Weather Conditions- Excused (Flooding will be confirmed through the bus/ transportation office.)
(SC – FT)	Field Trip/ School sponsored activity (Teacher will submit attendance roster.)
(SC – ONST)	Guidance/ Administration (Student is with a guidance counselor/ administrator or is involved in school wide testing.)
(SC – REL)	Religious holiday (Must be an approved religious holiday through the district office.)
(SC – REC)	Saturday School (Attendance makeup. Applied only to last day missed. Must be made up minute for minute.)
(SC – ISS)	In-School Suspension
(SC – OSS)	Out of school suspension

The following codes count in the totals for denial of credit due to excessive absences:

<u>Code</u>	<u>Explanation</u>
(SC – UTRD)	Truancy/ Cutting class or school
(SC – UNEX)	Unverified (No note or contact from home.)
(SC – UTRD)	Unexcused tardy (Tardies are an attendance issue.)

For further information, see Horry County School's *Parent Student Handbook*.

Attendance makeup opportunities will be announced later.