

CARIO Attendance Procedures

At Cario we want our students to have a productive and successful school year, and research has shown that attendance is a primary factor for success. There are steps you can take to help your child understand the importance of timely attendance.

- ❑ Help your child get to school on time each day.
- ❑ Check the Parent Portal at least once a week to view grades, assignments, and attendance. Please email: cristina_carpenter@charleston.k12.sc.us if you need help logging in.
- ❑ Avoid scheduling medical appointments during the school day. If so, please provide a medical excuse note.
- ❑ Check the [CCSD Academic Calendar](#) prior to planning trips or vacations.
- ❑ Follow district and school policies concerning attendance.
- ❑ If your student has to miss several days, please encourage him/her to email teachers to arrange makeup work and, if necessary, to meet with the teacher to receive help for missed instruction upon his/her return to school.
- ❑ Check exam dates before scheduling appointments. Teachers and counselors have the dates.

The [CCSD Student Code of Conduct](#) addresses the SC Compulsory Attendance Law as well as other state and local regulations regarding student attendance. Policies are included for absences, tardies, truancy, and attendance requirements for promotion and or course credit.

Below are a few attendance reminders:

- You do not need to call the attendance office or main office to let us know your student is out for the day. Have your student hand their Homeroom teacher a signed, handwritten excuse note or medical note OR email it to the attendance office when the student returns to school.
- A parent excuse note must include the student's name, parent/guardian's full name, date(s) of absence(s), the reason for absence, and a parent/guardian's signature.
- Students leaving early are required to bring a handwritten note to their homeroom teacher on the day of early dismissal. This allows us to avoid calling into class to disrupt teaching. Following this procedure, your student will be waiting for you.
- Last-minute appointments come up, but emailing your student's teacher is not a guarantee they will see the email in time to write your student a pass. This should be avoided.
- For the safety of our students, we can not have a student waiting for you through a phone call to the main office without prior procedures being followed with an approved note being sent in that morning. Your student will be called up front once you arrive if no prior note or email was received.
- As per CCSD policy, students can not be released within the final 30 minutes of the school day unless it is determined that it is an emergency by the principal.
- Chronically absent students are those absent 10 percent or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason regardless of whether the absence is excused or unexcused
- All absences require a note either from the parent/guardian within three school days from the return from the absence or a Medical note. Medical notes are accepted throughout the school year. **Emailed guardian (signed) notes are accepted for student absences.** Absence excuse notes in excess of 10 days per full-year class or 5 absences per half-year class will not be considered excused with a parent/guardian note unless accompanied by official medical or legal documentation.
- If you believe there is an error with your child's attendance in a particular period, please ask your child to follow up with the teacher who marked your child absent.
- A child, at least 6 but not 17, is considered truant who has accumulated three consecutive unlawful absences or a total of five or more unlawful absences. Truancy intervention procedures will be followed.

Continued.....Turn Over Page

Lawful absence (excused) shall include but not be limited to:

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others.
- Absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student absent for prolonged illness.
- Absences due to a recognized religious holiday of the student's faith.
- Work approved or sponsored by the school, the school district, or the state department of education.
- Out-of-school suspension and In-school suspension.
- Field trips approved by the principal or designee.
- Absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders - the student will be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval.

Unlawful Absences include but are not limited to:

- Absences of a student without the knowledge of his or her parents.
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Absences due to out-of-town trips/vacations.

LAWFUL TARDIES: In order for a tardy to be excused, written documentation must be provided.

- Doctor or dentist appointment (with medical note provided)
- Late bus arrival
- Teacher, guidance, or administrator conference
- Observance of a religious holiday
- Court appearance or court-ordered activity

UNLAWFUL TARDIES:

- Illness on the part of the student without a written excuse
- Oversleeping
- Traffic / Car trouble
- Personal reasons
- Missed bus / Carpool trouble

If you have questions concerning your child's attendance, please do not hesitate to call the Attendance Office.

Thank you for your support and partnership!

Ms. Michele Meltzer, Attendance Clerk

Michele_Meltzer@Charleston.K12.SC.US

Attendance Office: (843) 375-4663