

EDUCATION THRIVES WHEN YOU KEEP IT UNDER 5

Keep absences to less than five during the school year for optimal learning.

Every minute of learning during the school day is important. Any student who misses 10% of the school year for any reason is **chronically absent**.

Students who attend school every day and on time are more likely to **read at grade level, achieve good grades, score highly on standardized tests, and graduate from high school.**

Charleston > excellence is our standard
County SCHOOL DISTRICT



Attendance = School



Success

TRUANCY =

3 unexcused absences in a row

OR

5 unexcused absences total

If your child is absent, bring/email a **signed handwritten note** or legal document to the school office within **3 days**.

If you need help ensuring your student makes it to school on time every day, contact the school's office. **We are here to help.**

CE Williams
Middle School - South
843-763-1529

Attendance at CE Williams Middle School South

School success goes hand in hand with good attendance!

ATTENDANCE POLICIES

Arrival:

- Students may arrive starting at 7:00am.
- Instruction begins at 7:25am.
- Students arriving after 7:25am must sign in at the Front Office and will be considered tardy.

Pick Up:

- Dismissal begins at 2:20pm.
- The cut off time to pick up a child early is 1:45pm.

Absences:

- All students are expected to be present and participate in all scheduled class periods.
- Attendance is taken for every class period.
- Students must be present in school except for legally excused reasons.
- Absences that are considered legally excused are:
 - Medical/illness or injury that would endanger his/her health and the health of others
 - Death in the family
 - Religious observances
 - Court appearances or legal appointments
- Please obtain documentation from the doctor/court/appointment to submit when the student returns to school or via email to lynn.feldman@charleston.k12.sc.us
- Excuse notes must be submitted within 3 days of the absence.
- Parents can submit sick notes for a maximum of 10 days per school year, after 10 days a doctor's note is required.
 - Documents/Notes can be turned in to the school office
- OR
- Scanned documents or photos of **signed** notes may be emailed to lynn.feldman@charleston.k12.sc.us
- Parents can monitor student attendance through Parent Portal in Powerschool.
 - Frequently Used Attendance Codes:
 - UNEX = Unexcused Attendance
 - PN = Parent Note
 - MED = Medical
 - BRV = Bereavement
 - ISS = In School Suspension
 - OSS = Out of School Suspension
 - UTRD = Unexcused Tardy

Truancy:

- If your child misses 3 consecutive or 5 total full days (unexcused), an Attendance Conference will be required to address the attendance concerns.
- CE Williams Middle School will follow CCSD's Truancy Intervention Policies & Procedures.

HOW TO HELP ENSURE ATTENDANCE

- Set a regular bed-time and morning routine.
- Prepare supplies, lay out clothes and pack backpacks the night before.
- If your child seems anxious or concerned about school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited about learning.
- Develop back-up plans for participating in school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips during school hours when possible.