



Attendance Policy and Agreement: Elementary 5k-5th grade

412 South Dargan Street • Florence, South Carolina • 29506-2589

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To Parents of Elementary Students:

LOSS OF PROMOTION: Students with too many absences from school may not be promoted, even if they have passing grades.

STUDENTS ARE THEREFORE LIMITED TO:

- **TEN ABSENCES WITH A DOCTOR'S EXCUSE, AND**
- **TEN ABSENCES OF ANY OTHER KIND (INCLUDING ABSENCES WITH PARENT NOTES, OUT-OF-SCHOOL SUSPENSIONS, SIGN-OUTS, AND UNEXCUSED ABSENCES).**

EXCUSES: Written excuses, from either a parent or physician, are required for ALL absences, with the exception of sign-ins and sign-outs with the parent's signature. **WRITTEN EXCUSES SUBMITTED MORE THAN THREE DAYS AFTER THE STUDENT'S RETURN TO SCHOOL WILL NOT BE ACCEPTED.**

PART-DAY ABSENCES: Elementary and intermediate school students who miss part of a day will be counted present for the day if they are in school at least four hours, and will be counted absent for the day if they are in school less than four hours. Students signed out before 11:50 or signed in after 10:10 will be counted absent.

UNEXCUSED ABSENCES: By state law, parents are responsible for ensuring that their children attend school regularly. **Parents who do not send their children to school regularly can be taken before the Family Court and charged with violation of the Compulsory Attendance Law, which could result in a fine of \$50 a day or 30 days in jail for every absence the child has.**

EXTENDED ILLNESSES: Students whose physicians certify that they are unable to attend school because of illness, accident, etc., may apply for homebound instruction. Applications are available at the school or the district office. **HOMEBOUND FORMS MUST BE SUBMITTED WITHIN TEN DAYS OF THE STUDENT'S FIRST ABSENCE FROM SCHOOL.**

APPEALS: Students who are passing their subjects but are not promoted due to absences may ask that their circumstances be reviewed at the end of the school year IF their absences are due to extreme hardship or extenuating circumstances.

TARDINESS: Please make sure students attend school on time each day. School begins at 7:35 a.m. and students are marked as tardy if they are not in class and seated by 7:45 a.m. According to the Education Improvement Act of 1984, it is unlawful to interrupt classes in session. Students who arrive on time have a better chance of success. Tardiness causes loss of valuable learning time. Late students miss directions for activities and often disrupt the instruction of other students. Consequences start over each semester. **CONSEQUENCES:** Warning on 1st, 2nd, 3rd, and 4th tardy. 5th tardy will result in an overnight suspension and parent conference. 6th tardy will result in 1 day out of school suspension or the parent may attend school with the child in lieu of out-of-school suspension. This may be one-half or one day as determined by the principal. (Principal option.)

Students are expected to attend school regularly and present written excuses signed by parent/guardian or physician in all cases of absences. Any student who fails to bring a valid excuse to school within 3 days will automatically receive an unexcused absence. A valid excuse must list the dates of absences, the reason, telephone number, and signature of parent/guardian or physician. ***False excuses shall be referred to the school administration for appropriate disciplinary action. Failure to comply with this plan will result in referrals to the Truancy Intervention Panel and/or Family Court for Truancy or Department of Social Services (DSS) for educational neglect.***

Leslie L. Collins
Attendance Supervisor
843-673-1164

Student Name: _____ Grade: _____

Teacher: _____

By signing below you are acknowledging that you have read the above attendance policy, and fully understand the policy and the consequences of truancy and tardiness.

Parent/Guardian Signature: _____ Date: _____

Additional copies of the attendance policy are available in the school office, Attendance Supervisor's office and the student agendas.