

To Parents of High School Students:

**LOSS OF COURSE CREDIT:** Absences from school can cause students to fail their courses, even with passing grades.

**ABSENCES IN SEMESTER (full unit) CLASSES** are limited to:

- FIVE ABSENCES WITH A DOCTOR'S EXCUSE, AND
- FIVE ABSENCES OF ANY OTHER KIND (including absences with parent notes, out-of-school suspensions, sign-outs, and unexcused absences).

**ABSENCES IN DAILY YEAR LONG (full unit) CLASSES** (including vocational courses and academic courses held every day for the entire school year per one block class) are 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).

**ABSENCES IN HALF UNIT CLASSES** (semester classes and nine weeks classes) are limited to:

- THREE ABSENCES WITH A DOCTOR'S EXCUSE, AND
- THREE ABSENCES OF ANY OTHER KIND (including absences with parent notes, out-of-school suspensions, sign-outs, and unexcused absences).

**ABSENCES IN SEMESTER DOUBLE BLOCK CLASSES** are 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).

**ABSENCES IN DAILY YEAR LONG DOUBLE BLOCK CLASSES** are limited to:

- FIFTEEN ABSENCES WITH A DOCTOR'S EXCUSE, AND
- FIFTEEN ABSENCES OF ANY OTHER KIND (including absences with parent notes, out-of-school suspensions, sign-outs, and unexcused absences).

**HIGH SCHOOL STUDENTS MUST BE IN ATTENDANCE 120 HOURS TO EARN COURSE CREDIT, NO MATTER HOW MANY DAYS MISSED OR WHY.**

**EXCUSES:** Written excuses from either a parent or physician are required for ALL absences, except when parents personally sign the student in or out. **WRITTEN EXCUSES SUBMITTED MORE THAN THREE DAYS AFTER THE STUDENT'S RETURN TO SCHOOL WILL NOT BE ACCEPTED.**

**PART-DAY ABSENCES:** High school attendance is taken by class. Students who sign in or out must be in class a minimum of sixty minutes in "block" and vocational classes and forty minutes in daily academic classes to be counted present in that class.

**UNEXCUSED ABSENCES:** By state law, parents are responsible for ensuring that their children attend school regularly. Excessive unexcused absences can lead to proceedings in family court against the parent, the child, or both.

**EXTENDED ILLNESSES:** Students whose physicians certify that they are unable to attend school because of illness, accident, or pregnancy, may apply for homebound instruction. Applications are available at school or at 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 have lost credit due to absences may ask that their credit loss be reviewed at the end of each semester IF their absences are due to extreme hardship or extenuating circumstances. Students may not exceed FOUR attendance recovery days per course. NOTE: In order to appeal, the student must:

- NOT have excessive absences over the limit;
- NOT have non-medical absences after notified of their loss of credit;
- NOT have cut class or left school grounds without permission; and
- Have participated in every opportunity available to make up his/her loss of credit.

**SUMMER SCHOOL:** Students who have lost credit and who have passing grades in at least two of their core courses may regain credit in all courses by attending summer school. Please check with your school for availability.

**TARDINESS:** Please make sure students attend school and classes on time each day. School begins at 8:30 a.m. and students are marked as tardy if they are not in class by 8:31 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. Tardies are cumulative rather than each scheduled period independent of the other. (Includes late to school and late to class.) **CONSEQUENCES:** 1st- warning; 2nd and 3rd- Overnight Suspension; 4th and 5th- One day OSS with counseling on the 5th; 6th and subsequent- 2 days OSS. Consequences start over each semester.

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 Collins, Attendance Supervisor  
843-673-1164

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

***By signing below, you are acknowledging that you have read and understand the above attendance policy, and fully understand the policy and 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 agenda.**