

## **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](mailto: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, tardiness, truancy, and attendance requirements for promotion and or course credit.

- You do not need to call the attendance or main office to report absences.
- Provide a signed handwritten guardian excuse or medical note to the Homeroom teacher, or email it to the attendance office when the student returns.
- Parent excuse notes must include: student's name, parent/guardian's full name, dates of absence, reason for absence, and parent/guardian signature.
- For early dismissal, students must bring a handwritten note to Homeroom on the day of dismissal to avoid class disruption.
- Do not rely on last-minute emails to teachers for early dismissals—they may not be read in time.
- For the safety of the students, we can not have a student waiting through a phone call to the main office without prior procedures being followed, with a prior note sent in. Your student will be called to the office once you arrive if no prior note or email was received.
- No student is released in the last 30 minutes of school unless it's an emergency determined by the principal.
- Chronically absent = absent 10% or more of school days; missing 50% of the day for any reason counts as absent.
- All absences require a parent/guardian note (within three days of return) or a medical note; medical notes are accepted any time.
- Guardian-signed emailed notes are accepted; more than 10 (full-year)/5 (half-year) absences require official documentation.
- Attendance errors: Students should follow up with the teacher who marked them absent.
- Students age 6-17 with three consecutive or five or more unlawful absences are considered truant and will be subject to intervention.

**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@charlestoncountyschools.gov  
 Attendance Office: (843) 375-4663