

# ATTENDANCE

Students who arrive late on campus must sign in at the attendance office. Likewise, students who leave campus early must have a written parent note and sign out at the attendance office. Failure to comply with the sign-in/out procedure may result in disciplinary action determined by the administration. Students who miss more than one half of an instructional block will be marked absent for that block of instruction.

## ABSENCES

According to state law, to receive a Carnegie unit for a course taken, a student must be present 170 days out of 180 days in the school year. To receive a Carnegie unit, a student must be present 85 days out of 90. This means that on an A/B schedule a student is allowed ten (10) absences per class if the class is for a full unit of credit (85 of 90 class periods) and five (5) absences if the class is for one unit of credit. (Policies JE and JH) Should the number of absences exceed 10 per full Carnegie unit course or 5 per Carnegie unit course, students must recapture time to receive credit. Please note that there are limited recapture opportunities.

Students are expected to attend school regularly and must present a written excuse for each absence whether the absence from school is considered "lawful" or "unlawful". In addition to passing grades, a student must attend school regularly to receive credit. An absence after the 5th in a yearlong course or the 3rd in a semester course must fall into the category of "lawful absences."

Excuses for Absences - A note from a physician, dentist, or other recognized licensed certified medical practitioner or legal officer is required for each lawful absence. Medical notes or notes from legal offices must be turned in within three (3) days of the absence. These should be hand delivered or emailed to **IHS Attendance** . These notes must be dated and include the date(s) of absence(s). If the note is not presented to the attendance office by the student's third day back in school, it will be recorded as an unexcused parent note.

Parent notes are considered documentation for unlawful absences and must also be dated and include the date(s) of absence(s), the reason(s) for the absence(s), the telephone number of the parent/guardian, and the required signature. The reason for the absence on the note determines whether it will be recorded as a lawful or unlawful absence.

### Lawful Absences

- The student is ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in the student's immediate family.
- There is a recognized religious holiday of the student's faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- Participation in school-related activities that have received prior approval by the principal or his/her designee.

### Unlawful Absences

- The student is willfully absent from school without the knowledge of their parents/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.
- Suspension is not to be counted as an unlawful absence for truancy purposes

### Consequences for Unlawful Absences - Intervention

When a student accrues the third unlawful absence in a yearly course or the second unlawful absence in a semester course he/she is "advised" of their attendance status. After 10 unlawful absences in a yearly course or five unlawful absences in a semester course, the student will not receive course credit unless absences are recaptured.

## Recapture for Excessive Absences

Students with more than 10 lawful or unlawful absences in a yearlong course and/or 5 lawful or unlawful absences in a semester course will not receive credit unless they recapture all absences over these state mandated limits. Students may only recapture a total of 24 blocks total which is equal to 3 blocks per class. Each absence (meaning each class period missed) requires 60 minutes of Recapture time.

Per board policy, seniors may not walk at graduation if all requirements for graduation have not been met. This includes meeting the attendance requirements for receiving credit.

## EARLY DISMISSAL

Students are expected to attend all classes each day of the school year except in the event of a medical and/or family emergency. In cases where the student must leave school before the end of the school day, please follow the procedures as described below. A student's request for an early dismissal is not an excuse for the absence. The student should bring the appropriate excuse back to school upon his/her return (example: doctor's appointment followed by doctor's excuse; court appearances followed by a court note).

1. A student should present a hand written note for early dismissal, written by a parent or guardian, to the attendance office before the first period. Notes presented after the first period may not be honored. Or, the parent may submit an email, from the email listed in PowerSchool, to the **IHS Attendance** indicating an early dismissal is requested.
2. Each note or email should include the student's full name (as it appears in student records), reason for the early dismissal, a phone number where the parent/guardian can be reached for verification of the early dismissal and parent/guardian signature.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions. No early dismissal requests for times after 3:15 p.m. will be honored. Students may not leave during exam periods as this is a disruption to the testing environment.
4. Students must sign out at the attendance office before leaving school grounds. If a student returns the same day from an early dismissal, he/she must bring a medical excuse and sign in through the attendance office immediately upon returning to campus.

Steps #1 and #2 must be completed before a student is allowed to sign out. Once a student arrives on campus, he/she is present for the school day and shall not leave unless properly dismissed.

## TARDY POLICY

Irmo High School feels that it is the responsibility of each student to be on time for school and to class. A tardy is defined as any student who is not in the classroom when the bell rings. Students with excessive tardies are assigned consequences per the Student Code of Conduct.