FILE: JE-E(2)

GUIDELINES FOR IMPLEMENTING STUDENT ATTENDANCE REGULATIONS
(Middle School)

Students are required to attend school 170 days out of the 180-day school year. Any student who misses school must present written documentation, signed by a parent/legal guardian, or medical documentation within five (5) school days after returning to school. If documentation is not submitted within five (5) school days after the student returns to school, the absence will be unlawful.

The maximum number of days that will be recorded as lawful absences with parent notes (SC-PN) will be three (3) days per semester course and five (5) days per yearlong course unless there are widespread documented virus/influenza outbreaks identified within the school community.

A student will be considered lawfully absent with proper documentation under the following circumstances:

- he/she is ill and his/her attendance in school would endanger his/her health or the health of others
- there is a death or serious illness in his/her immediate family
- there is a recognized religious holiday of his/her faith
- activities approved in advance by the principal
- the student is suspended out of school
- there is a necessary medical or legal appointment that cannot be scheduled during non-school time

A student will be considered unlawfully absent under the following circumstances:

- he/she is willfully absent from school without the knowledge of his/her parent/legal guardian
- he/she is absent without acceptable cause with the knowledge of his/her parent/legal guardian
- out of town trips / vacations

Students who participate in extracurricular activities must be in attendance at least one half of the school day (3.5 hours) on the day of the event or the previous school day if the event falls on a weekend.

The maximum number of days a student is allowed to miss is 10 per school year, lawful or unlawful. Absences of more than 10 days could be considered in the promotion/retention decisions for grades six through eight.

Any student enrolled in a high school credit course will fail due to attendance if the student accumulates more than five (5) absences in semester courses and more than ten (10) absences in yearlong courses. Students in semester courses may make up absences from six through ten (6-10). Students in yearlong courses may make up absences 11-20. Absences over 10 for a semester course and absences over 20 for a yearlong course will result in a grade of FA (Failure due to Attendance).

Codes that count towards seat time:

- Unexcused (SC-UNEX)
- Parent Note (SC-PN)
- Unexcused Parent Note (SC-UEPN)
- Late without formal documentation (SC-LATE)
- Dismissal without formal documentation (SC-DSML)
- Skipping (SC-SKIP)

Formal documentation consists of medical documentation, court documentation, military orders, or other district approved verification. Documentation only excuses in the morning or afternoon, depending on the time of the appointment unless otherwise stated.

Make-up School

Any student with more than five (5) absences in a high school credit semester course or ten (10) absences in a yearlong high school credit course must attend make-up school to be awarded credit for the course.

District middle schools offer Make-Up School opportunities outside the regular school day. Each middle school will provide two options for make-up school: (1) In-person and (2) Virtual.

Each school will coordinate and publish an In-person Make-Up School session calendar. A virtual Make-Up School option will be available provided students follow the Rock Hill Schools guidelines for virtual participation.

Students and families must adhere to the following guidelines:

- It is the student's responsibility to remain aware of needed seat time in each course and utilize the school's Make-Up School options to make up missed seat time.
- Schools will not hold In-Person Make-Up School sessions based on individual students' school, work, or athletic schedules.

- In-person Make-Up School sessions must be supervised by a school staff member determined by the school.
- Students are not allowed to make up seat time as a part of after-school or weekend athletic or extracurricular activities.
- Students will be charged a fee for In-Person Make-Up School sessions.
- Students who fail to complete Make-Up School will fail the course due to attendance.
- Students who fail to complete the virtual school requirements within the allotted time will be assigned to the In-Person option.

All make-up time must be completed within fifteen (15) business days from the last day of the course(s).

If requested by the principal, the Executive Director of Secondary Education may extend the time for student's completion of the Make-Up School requirements due to extenuating circumstances that include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond fifteen business days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

If the student does not attend and complete any type of make-up school session, an "FA" will be recorded at the end of the course. For courses in which the student has failed due to attendance, the final grade shown on the student's transcript must be an FA, no matter the numerical grade. The FA will be calculated into the GPA as a grade of 50.

Student Attendance Intervention Plans (SAIPs)

Students and families should note that – for attendance purposes (i.e., to avoid charges of truancy and ensure absences are lawful) – a student who misses school is expected to provide written documentation for every absence, signed by a parent/legal guardian, or a medical documentation within five (5) days after returning to school.

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/legal guardian for a conference. The purpose of this conference is to identify reasons for the student's absences and to complete a Student Attendance Intervention Plan (SAIP). Students who exceed the maximum number of absences allowed may be referred to the family court for truancy if under the age of seventeen.