

## **ATTENDANCE**

### **Admission Requirements**

Any student entering school is required to be fully immunized in accordance with state health laws. Parents are required to give written proof of immunizations with specific dates signed by a physician. The school nurse will review the health record and notify the parents of any missing data. You will have 30 days to bring your child's immunization up to standard from the date of the letter sent home.

All children between the ages of 5 and 17 must be in attendance at a public, private school, or kindergarten or in an approved home schooling program in accordance with state compulsory attendance law and regulations. Students are expected to attend school 180 days of each school year for the entire instructional day. Any deviation from these hours is a serious disruption to the student's educational program.

Students are counted in attendance or present when they are:

- ✓ At school and have reported to their classroom.
- ✓ Receiving homebound instruction.
- ✓ Engaged in a school sponsored activity approved by the principal.
- ✓ Assigned to in-school suspension.

*\*Please note that students can suffer academically if he/she misses 10% of the school year. Sporadic absences, not just those on consecutive days of school matter. Before you know it, just one or two days a month can add up to yearly 10% of the school year. Whether excused or unexcused, too many absences represent too much lost learning time in the classroom.*

### **Important School Attendance Information**

York School District 1 will comply with these laws and regulations as set forth by the Local and State Boards of Education, SC CODE R43-274, SC CODE 59-65-90 and the Juvenile Justice and Delinquency Prevention Act of 1974.

(1) Students are expected to attend school each day in accordance with the approved school calendar. Students should not be tardy or leave school early except for extreme and unavoidable circumstances.

(2) If a student is absent from school, the parent/guardian must send a note to the school explaining the absence within 3 days of the student returning to school. If the school has not received a written excuse from the parent/guardian within 3 school days of the student's return, the absence(s) may be recorded as "UNLAWFUL."

(3) Students that miss school due to a death in the family should send a note to the school stating the reason for the absence, the name of the deceased, and documentation verifying the death (i.e., newspaper clipping or funeral program).

(4) Students who are out of school for medical reasons should provide the school with a **doctor's note upon returning to school**. If a student is out due to illness and returns to school with a doctor's note, the absences will be recorded as "MEDICAL."

(5) **For yearlong courses**, after ten lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove each succeeding absence. **For semester courses**, after five lawful or unlawful absences, or any combination of the two, the principal of the school will approve or disapprove each succeeding absence. **The school will be allowed to "EXCUSE" no more than 10 school days with a parent/guardian note.** Parent/guardian notes sent after the 10th day will be recorded as "UNLAWFUL" (unless for bereavement – see #3).

(6) In accordance with the law, excessive absences can determine a student's promotion or retention status.

(7) Attendance letters will automatically be sent out to each parent when a child has reached the 3rd, 5th and 10th day of absences – excluding medical (by doctor's note only) and bereavement (3 days maximum).

**Truancy Prevention** The attendance laws state that a **Truant Child** is defined as **"A child ages 6 to 17 years that has accumulated 3 consecutive unlawful absences or a total of 5 unlawful absences."** Schools are required by law to have a face-to-face meeting with every parent/guardian of a **Truant Child** and develop an **"Attendance Intervention Plan."** Parent(s)/Guardian(s) that fail to attend the scheduled Intervention Plan meeting or refuse to cooperate with the intervention planning may be referred to Family Court in accordance with SC CODE 59-65-50, and a report may be filed against the parent(s)/guardian(s) with the Department of Social Services in compliance with SC CODE Ann 20-7-490(2)(c)(Supp. 2002).

By law, schools must review absences and tardies on a daily basis to check for compliance of attendance laws and regulations. The State Department of Education has developed a standard reporting system for the collection and reporting of truancy rates on a school-by-school basis. Schools will be audited by the State to make sure they are following all attendance laws and regulations.

### **Perfect Attendance**

Students who have perfect attendance each nine weeks (excluding make-up days) will be recognized. To receive perfect attendance for the year, a student must attend school for 180 days and not have any tardies or early dismissals per nine weeks.

### **Make-up Work**

Within three days of an absence, whether lawful, unlawful, or suspended, the student must contact teachers and arrange to make up any work missed. It is the student's responsibility to contact the teacher. The teacher will decide which assignments should be made up and when they are due.

Parents of students with an extended illness may request class assignments from the guidance department with a 24-hour notice. Assignments should be picked up in the school office, completed, and returned to the teachers.

Make-up tests must be requested by the student and will be given at the convenience of the teacher. The approval and signature of a parent must be given for a student to remain after school for academic assistance.

### **Tardiness/Leaving Early**

Students and parent(s)/guardian(s) are encouraged and expected to understand how important it is to attend school each day and be on time to school. Tardies to school, as well as early dismissals, interrupt our classroom routines and will result in loss of learning.

1. All students entering the building **after 9:00 a.m.** must sign in at the glass house.
2. A student who has any tardies or early dismissals per nine weeks will not receive perfect attendance.
3. Students will not be dismissed between 3:00 pm and 3:45 pm.

### **Student Half Days**

Students will attend school ½ day on Dec. 22, June 9, and June 10. On these days, students will be dismissed at 11:45 am.

### **Transfers/Withdrawals**

The school should be advised of the withdrawal prior to the withdrawal date, if at all possible, and should state the child's last day in school, new address, and the school where the child will transfer. The parent(s) will be requested to sign the transfer form granting the school authorization to transfer school records to the new school. Transfers should be requested prior to 11:00am to receive them on the same day. Textbooks, library books, and lunch monies will be accounted for before the child withdraws. Special records will be transferred when a student moves to a school within the district or outside the district.