

## ATTENDANCE

Consistent school attendance is critical for student achievement. If students are not present, they cannot benefit from classroom instruction. State attendance laws require student attendance for course credit and grade-level promotion. To be promoted to the next grade or receive credit for high school courses, students may not be absent from school or class for more than ten (10) days for year-long courses, five (5) days for semester courses or three (3) days for half-unit courses, unless the absences are excused by a medical doctor's written statement or principal's approval. Students are considered truant after three (3) consecutive or five (5) cumulative days of absences, tardies or early sign-outs not excused by a medical doctor's written statement, proof of bereavement or principal's approval. An Attendance Intervention Plan (AIP) will be developed by the school for truant students. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceedings through Family Court.

If a student is absent from school, they are expected to make arrangements with the teacher to make up all missed work. Work not made up will result in a zero for the student's grade. Parents who anticipate a student's absence of more than five consecutive days due to an extended health problem should apply immediately for homebound instruction. The student on homebound instruction will not be counted absent.

**All medical excuses for absences are required to be submitted to the attendance clerk within one week after the absence. If medical excuses are not submitted in a timely manner, students will receive an FA (failure due to attendance) and no credit for the course.**

- An unexcused absence (SC-UNEX) is an absence that is not covered medically, judicially, or by bereavement.
- An unverified absence (SC-UNEX) is an absence that has not been verified by the parent or the school.
- Judicial absences (SC-LEG) are covered for the time that the student is in court.
- Additional attendance codes you may see on your attendance records include: Excused Tardy (SC-ETRD); Unverified/Unexcused Tardy (SC-UTRD); Bereavement (SC-BRV); Guidance/On Site Services (SC-ONST); In School Suspension (SC-ISS); Out of School Suspension (SC-OSS); Medical (SC-MED); Principal Approved (SC-PA); Saturday School (SC-REC); Activity (SC-FT); Homebound (SCHMBD); Homebased Instruction (SC-HBSD); Dismissal/Excused or Unexcused (SC-DMSL)

## **ABSENCES, MAKE-UP WORK, AND STUDENT GRADING**

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by the District. Students who are absent from school will be required to make up all work missed. Instructional personnel will provide information on assignments, provide assistance, and permit the completion of work missed due to absences. **However, the main responsibility for make-up work lies with the student. If a student knows he/she will be absent from class, they should make every effort to get assignments prior to the absence.**

When absences occur, **immediate** attention is to be given by the teacher, student, and parent to work missed by the student. Special efforts must be made by each of these to see that missed work has been completed. The teacher will specify a reasonable period of time to make up the missed work based on the length of absence and school time missed. A zero will be assigned as a “place holder” grade for the missed work in the teacher grade book. Teachers will add a note to the zero indicating the student’s absence. It is imperative students make up the missed work in the allotted time given by the teacher. If the work is not completed satisfactorily within the specified time, the grade of zero will remain. **Work assigned prior to the absence is due when the student returns to school or on the scheduled due date.**

## **ATTENDANCE MAKE-UP OPPORTUNITIES**

AHS will offer two Saturday schools each semester for students whose absences exceed the number allowed by the State of SC. Saturday school attendees are required to arrive before 8:00 am with work to do. Students who are late or who do not follow the rules while making up attendance will be expelled from Saturday school session(s). In addition to Saturday school, before/after school tutoring time with teachers may also be applied towards attendance recovery. Dates and Times for Saturday school attendance makeup are to be announced.

## **ABSENTEE PROCEDURES**

1. On the day of an absence, the parent should call and notify the Attendance Clerk.
2. On the day of return, students should present a written excuse to the Attendance Clerk.

### **Parental excuses should include the following:**

- a. Student’s Name
  - b. Parent’s signature
  - c. Reason for the absence
  - d. Date(s) of absence
  - e. Date the note is written
  - f. Parent’s daytime phone number
3. A student who misses an assigned test is expected to take the test the day he/she returns.

## ATTENDANCE INCENTIVES

Any student in grades 9 through 12 with perfect attendance for an entire semester will be given an excused educational day for independent study, research, and educational trips to be used at the principal and parent's discretion for the next semester (except exam days). As always, students are still responsible for any work missed during their absence.

## EARLY DISMISSAL

No student may leave school grounds unless he/she has been properly signed out in the attendance office by a parent or legal guardian, by the Principal, Assistant Principal, or someone officially designated by the Principal. Failure to follow this procedure will result in disciplinary action. *A parent who has transferred legal guardianship of a student to another party may not sign out the student. "NOTE" All students must sign out with the Attendance Clerk any time they leave school premises.*

Below are procedures that must be followed for a student to leave school early:

1. Parents should take note that students can be dismissed for non-emergencies during the change of classes.
2. Alternatively, if a note is received in the Attendance Office **before Second Block** begins on the day the student is to leave early, we will make arrangements to dismiss the student at the appropriate time. A note signed by a parent/legal guardian must contain the following: a) student's name, b) grade level, c) time of dismissal, d) reason, and e) phone number where a parent/legal guardian can be reached so that a school official can confirm that the student has permission to leave school early. All request must be verified. If a parent/legal guardian cannot be contacted, the student will not be given permission to sign out early. If students and parents will use this procedure, we can avoid unnecessary class interruptions and parents having to wait on a student.
3. Because of our efforts to cut down on class disruptions, and for the safety of the student, we cannot dismiss students from school as a result of a telephone call. Parents must either send a note or come to the office to sign out their son/daughter.
4. Once a student leaves school early with permission, he/she must sign back in with the Attendance Clerk upon returning. Students may not leave to run errands or conduct other personal business.
5. Only the legal parent/guardian of a child may be able to sign them out of school unless prior approval is given by the Principal.