

CAROLINA FOREST ELEMENTARY SCHOOL ATTENDANCE POLICY

Please read carefully and indicate that you understand each statement by checking off the box next to it.

School doors open at **7:00 a.m.** Use Car lot 1 or 3 for morning drop off. Please do not park and drop off.

School day begins at **7:25 a.m.** and dismissal is **2:35 p.m.** for all students.

Breakfast is served from **7:00 a.m. – 7:25 a.m.**

My child must be **IN** his/her classroom by **7:35 am** to be considered present and on time.

If my child is **NOT IN** the classroom by **7:35 a.m.** he/she is considered **absent** until I **walk him/her into the office and sign him/her in as tardy.**

If I **sign** my child **out** of school **before dismissal**, this is an **Early SignOut** and will reflect as an unexcused tardy on my child's attendance record and report card.

Lawful reasons for **tardiness** are an appointment with documentation; immediate traffic accidents, detours, road closures, principal approval in cases of emergency.

Lawful reasons for **early sign-out** are appointment with documentation, principal approval in cases of an emergency.

If my child is **chronically tardy or signed out early** without lawful documentation (**more than 5**), it may be necessary to put an Attendance Intervention Plan (AIP) into place.

If my child is **absent from school**, I will **notify the attendance office** by telephone and by providing medical documentation or parental note upon his/her return (843-903-7143).

Lawful reasons for **absences** include medical doctor's note, proof of bereavement/ death of an immediate family member, and principal approval in cases of emergency.

If my child has **3 consecutive or 5 cumulative unlawful absences**, I will be **required** to have a conference with an administrator to put an **Attendance Intervention Plan (AIP)** into place which lasts for one calendar year.

Continued unlawful absences, tardiness, or early sign-outs **after the AIP** is in place will result in **referral to the district attendance office** for review and possible referral to **family court** for truancy.

I understand that I can request for an approval of absence by submitting a "**Request for Principal**

Approval of Absence" form that can be found on our school website cfe.horrycountyschools.net. This form can be used for Educational trips or hardship. If requesting approval for an educational trip, the form must be submitted at least 3 days prior to the trip. Hardship requests must be turned in within 3 days of the child's return to school.

Car Riders- I understand that my child is to be picked up at dismissal at 2:30 p.m. each day. If he/she is not picked up by 3:00 p.m. he/she will be taken to Cub Camp after school care and there will be a \$15.00 per child drop in fee. The second time they have to go to Cub Camp after school care a registration fee of \$25.00 per child will be required along with the \$15.00 per child drop in fee.

Contact: CFE Attendance Office – 843-903-7143 or djennings@horrycountyschools.net