

Conway High School



Attendance/Tardy Policy

The attendance policy is twofold. There is a policy for promotion-retention and a policy for truancy. Please find the HCS attendance policies [here](#).

Promotion-Retention Policy

Students having more than **five** unexcused absences in a semester long course, **three** unexcused absences in a quarter long course, or **ten** unexcused absences in a yearlong course **WILL NOT** receive credit for the course. Students must recover seat time to earn a credit for the course. Students who miss more than 45 minutes in a block will be counted absent for that block. Principal approved absences **are not** granted at the high school level.

Truancy (SC Compulsory Attendance Law)

Section 59-65-10: State law requires a parent to cause his/her children from age five until the attainment of their seventeenth (17) birthday or graduation from high school, to attend regularly a public or private school.

EXCUSED ABSENCES INCLUDE:	UNEXCUSED ABSENCES INCLUDE:
Administration/Guidance Approved school activities Athletic exceptions College Visits (1 per year for juniors, 2 per year for seniors) Court appointments Death or serious illness in immediate family Disciplinary Suspension (OSS) Illness with a note from a medical authority Late bus <i>Documentation is required for all excused absences. The documentation will be verified.</i>	Absent with parent's permission Illness with parent's note Absent without parent's note Missed due to enrolling after first day of school Missed the bus Truancy (skipping class) <i>For further information, see HCS Parent/Student Handbook</i>

SIGN-OUT PROCEDURES

1. To expedite the early dismissal process, students must submit parent notes to the attendance office by 10 a.m. to be verified for early dismissal.
2. If parent notes are not received by 10 a.m., the parent will have to report to the building for student dismissal.
3. Once verified, students will receive an early dismissal slip from the attendance office so that they may leave at the scheduled dismissal time without class interruption.
4. CHS will not allow parents to call into the attendance office or email the attendance clerks to release their student except in emergencies. If it is an emergency, the parent will be required to speak with the grade-level administrator for approval.

ATTENDANCE RECOVERY

Attendance recovery opportunities will be held after school from 3:30 p.m. to 4:30 p.m. in Tiger Tutoring. Students may also recover seat time during Saturday School and Summer Attendance School.

Procedures for Attendance Make-Up:

1. Students are expected to actively participate in tutorial sessions to recover seat time.
2. Students staying for Tiger Tutoring will not be allowed to re-enter if they leave the room. Any student arriving after 3:30 p.m. will not be admitted to Tiger Tutoring.
4. All students must leave campus immediately at the end of Tiger Tutoring.
5. Students will be asked to leave if their behavior is disruptive to the environment. Any student that is asked to leave due to behavior will forfeit the time he/she made up during Tiger Tutoring in which he/she was removed.

MAKE-UP WORK POLICY

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by the district. They will be required to make up all work missed. Instructional personnel will provide information on assignments, provide help, and permit the completion of work missed due to absences.

When lawful absences occur, immediate attention is to be given by the teacher, student, and parent for work missed by the student. Special efforts must be made by each of these to see that missed work has been made up. 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. An automatic unsatisfactory grade for absences in this category is not permitted. However, after reasonable efforts have been made by school personnel without success, an unsatisfactory grade may be given.

When unlawful absences occur, students and/or parents are to request information on assignments missed. Teachers are to clearly inform students and/or parents of required assignments and are to give students one week to make up the work missed on their own. If work is not completed satisfactorily in one school week, an unsatisfactory grade may be assigned for the work. The weight of this grade will be no greater than that which the assignments would ordinarily carry.

TARDY POLICY

Tardy is defined as not being inside the assigned classroom when the tardy bell rings.

1 st Tardy	Warning
2 nd Tardy	1 Block ISS
3 rd Tardy	1 Day ISS
4 th Tardy	2 Days ISS
5 th Tardy	1 Day OSS
6 th Tardy	3 Days OSS
7 th Tardy	5 Days OSS
8 th Tardy	OSS/ Recommendation for expulsion