



Attendance Policy Summary

- School day begins at **7:30 a.m.** and dismissal is **2:30 p.m.** for all students.
- My child must be **IN** his/her classroom by 7:30 a.m. to be considered present and on time.
- If my child is **NOT IN** the classroom by 7:30 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 Sign-Out** and will reflect as an unexcused tardy on my child's attendance record and report card.
- **Lawful** reasons for **tardiness** are appointments with documentation and principal approval in cases of emergency.
- **Lawful** reasons for **early sign-out** are appointments with documentation and principal approval in cases of emergency.
- If my child is **chronically tardy or signed out early (more than 9)**, without lawful documentation, it will be necessary to put an Attendance Intervention Plan (AIP) into place.
- If my child is **absent from school**, I will **provide medical documentation or parental note** upon his/her return.
- **Lawful** reasons for **absences** include medical doctor's note, proof of bereavement, preapproved educational trip, and principal approved parent notes.
- If my child has **3 consecutive or 5 total unlawful absences**, I will be **required** to have a conference with an administrator to put an **Attendance Intervention Plan (AIP)** into place, which will last 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.
- **In order to be promoted to the next grade, my student may not be absent from school for more than 10 days unless the absences** are excused by a medical doctor's written statement or principal's approval.
- My student must be **signed into school before 11:00 a.m.** to be counted present for the day. Likewise, they must be **signed out of school after 11:00 a.m.** in order to be counted present for the day. They will be considered **tardy** without proper documentation.

Please call Kristi Bratcher at (843) 365-3777 if you have any questions regarding attendance.