

Attendance Policy

Ocean Bay Middle School

Upon **three (3) consecutive or five (5) unlawful absences a student is truant**, attempts will be made to establish contact with you to arrange a conference. During the conference, a written plan called an **AIP (Attendance Intervention Plan)** will be developed with you, your child and the school so that all have a clear understanding regarding the future attendance of your child.

After a meeting is held and the student is unlawfully absent again, he/she will be referred to the District's Attendance Coordinator. The Attendance Coordinator may refer the student to Family Court for a motion for court-ordered attendance. No student who is lawfully absent will be referred. Please also note in middle and high schools, period attendance is taken, which means each period the teacher takes attendance on the computer. Students are counted absent for EACH period they miss and these count as one day in that class. For example, if you sign in late and miss first period but attend the rest of the day, you still have an absence in the first block class, and this will count as one of your unexcused days. However, if you bring in a medical or other excused documentation, this will be marked as an excused absence in that period.

Please note:

Promotion/Retention policies are separate from Truancy regulations. *To be promoted to the next grade, students may not be absent from school or class for more than 10 days for yearlong courses (middle school). This means that if your child misses more than the allowed amount of absences, he/she will be retained in the same grade the following year.

Parent notes are *NOT* an excused note although we do ask that you send a note, email, or call if your student is going to be absent.

Excused notes are: (with proper documentation and medical notes will be verified):
SC-BRV-Bereavement for immediate family members, SC-Medical, and SC PA-Principal Approved (**with PRIOR arrangements made with the school principal**), SC-FT-Field Trip/School Activity, SC-LEG-Legal