



## SOCASTEE HIGH SCHOOL

4900 Socastee Blvd.

Myrtle Beach, SC 29588

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# ATTENDANCE PROCEDURES

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### STUDENTS ARRIVING LATE

Students arriving at school after 8:20 am must report directly to the attendance office to sign in and get a tardy pass. **Failure to sign in will result in disciplinary action.** Students who miss more than 45 minutes of a class will be considered absent.

### EARLY DISMISSAL BY PARENT REQUEST

1. Students who need to leave school before the end of regular dismissal are to bring a note from their parent/guardian to the attendance office by 8:20 am so that they may be verified by phone. The note must have a phone number at which the parent may be contacted. If the note cannot be verified by phone the student will not be allowed to leave. We cannot accept phone calls for early dismissal.
2. **When it is time for these students to leave, they are to remain in their classrooms until called by the attendance office for pick-up.** No student is to wait for their parents in the commons area or in the attendance office for pick-up.
3. Parents are not allowed to check-out any student between 3:00 pm and 3:15 pm. All early check-outs must occur prior to 3:00 pm.
4. It is the responsibility of students to abide by these regulations and to make sure that their parents/guardians follow these procedures. Failure to follow these procedures will result in a discipline referral. **Warnings will not be given.**

### PROCEDURES TO FOLLOW AFTER AN ABSENCE

1. An absence is considered excused if a valid medical doctor's written note (with the date & time the student was seen) is provided within 3 school days after the absence.
2. An absence for bereavement, due to a death in the student's immediate family, maybe excused if an obituary or program of service verifying the death is provided to the attendance clerk within 3 school days after the absence.
3. An absence for a nationally recognized religious holiday of the student's faith may be excused if a request is made in writing to the principal and written approval is received prior to the absence.
4. A parent may request approval of absence for a hardship, in writing, utilizing the Request for Approval form. This form may be obtained from the school's attendance office. The form must be completed and submitted prior to the absence (if the parent has prior knowledge), or within 3 days following the absence.
5. Failure to bring valid notes may result in a denial of credit due to excessive absences.

### PROMOTION/RETENTION DUE TO ABSENCES

1. In order to receive credit for a class, students may not miss:
  - over five (5) unexcused or unverified class periods of a subject in one semester/term, or
  - over ten (10) total unexcused or unverified class periods in year-long classes.
2. Attendance make-up school is offered each semester for students who need to make up a minimum of three absences per class. Makeup school is solely for the purpose of obtaining attendance credit.
3. Should absences over the five (5) unexcused or unverified in a semester or over ten (10) unexcused or unverified in a year not be made up, the student will receive an "FA" in the course. This is a failing mark and remains on the student's transcript unless the absences are made up and cleared in the semester or year of the course.