



SOCASTEE HIGH SCHOOL

4900 Socastee Blvd.

Myrtle Beach, SC 29588

Ph: 843-293-2513 // Fx: 843-293-5614

ATTENDANCE PROCEDURES

South Carolina state law requires that all children attend school regularly beginning with the school year in which the child is five years of age before September 1st until the child attains his/her 17th birthday or graduates from high school. The school year consists of 180 days, and high school students cannot accumulate more than 5 unexcused absences per semester class and still receive credit for the course, regardless of the grade earned in the course. Family vacations, organizational trips, or retreats during the school year are included in the 5 unexcused absences. Students in yearlong courses, where they earn 2 credits, are allowed 5 unexcused days in each semester. Students in 9-week courses are allowed 3 unexcused days.

ATTENDANCE FOR TRUANCY INTERVENTION PURPOSES

A student is considered truant:

1. After three (3) consecutive all-day absences, or five (5) cumulative all-day absences which are not excused by a medical doctor's written statement, proof of bereavement, or principal's approval; or,
2. After an elementary school student has accumulated ten (10) or more unexcused tardy or early release (Note: Tardiness in middle and high schools is considered a disciplinary issue.)

After a student reaches truancy status, the principal or his/her designee will immediately attempt to establish contact with the parent to arrange a conference. During this conference, the principal or his/her designee will develop a written plan (Attendance Intervention Plan) with the parent and student (ages 12 and up) to ensure that the parent, the student, and the school have an understanding regarding the future attendance of the student. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceedings through family court. If a conference is held, and the student has 2 or more unlawful absences, tardies (elementary only), early sign-out's (elementary only), or a combination of any of the 3 to equal 2 or more, he/she will be referred to the District Attendance Coordinator. The District 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.

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 or in summer attendance school.

STUDENTS ARRIVING LATE

Students arriving at school after 8:25 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.



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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.**

TARDY TO CLASS

An unexcused tardy is defined as any student who is not in their assigned classroom by the start of the block. Students need to be in their assigned classroom before the bell rings throughout the day to any assigned class. Going through the search line is not an excuse for being tardy to the first block. Please plan ahead and get to school earlier.

1 st Tardy	Teacher Warning
2 nd Tardy	Referral to Administration/Teacher will Contact Parent
3 rd Tardy	Referral to Administration - After School Detention
4 th Tardy	Referral to Administrator – After School Detention
5 th Tardy	Referral to Administrator – 1 Day ISS
6 th Tardy	Referral to Administrator – 1 Day ISS
7 th Tardy	Referral to Administrator – 1 Days OSS
8 th Tardy	Referral to Administrator – 2 Days OSS
9 th Tardy	Referral to Administrator – 3 Days OSS
10 th Tardy	Referral to Administrator – 4 Days OSS
11 th Tardy	Referral to Administrator – May result in an evidentiary hearing