

Information from the Attendance office



Consistent school attendance is critical for successful student achievement. If students are not present, and on time they cannot benefit from classroom instruction. State attendance laws require student attendance for course credit and grade-level promotion.

Promotion, Retention Law

To be promoted to the next grade or to receive credit for high school courses, students may not be absent from school or class for more than five (5) days for a semester course or ten (10) days for a year-long course, unless the absences are excused with a medical, bereavement, or judicial note.

Please refer to additional information in the **SJHS Attendance Brochure** and the **HCS Parent Student Handbook**. Students who are absent from school should turn in a note to the Attendance Secretary within three days of their absence. Students who wish to leave early **MUST** turn in their attendance notes to the Welcome Desk personnel by 8:20 a.m. each morning or upon their immediate arrival to school to the attendance secretary.

Tardy Policy

Students are expected to arrive to school and to class on time. Tardiness is defined as not being inside the assigned classroom when the tardy bell rings. When the tardy bell rings teachers will close their doors. Hall sweeps will be conducted.

Tardiness will be excused for the following reasons:

- Late bus
- Illness substantiated by a written excuse from a doctor or dentist
- Official legal document
- Circumstances approved by the principal or designee

Cumulative unexcused tardies will be dealt with in the following manner:

- 1st-4th Offense: Warning
- 5th Offense: 3 Lunch Detentions or AM Detention/PM Detention
- 6th Offense: 1 Block of Detention during the Class Student received the 6th incident
- 7th Offense: 1 Day ISS or 1 Saturday School Assignment
- 8th Offense: 5 Lunch Detentions
- 9th Offense: 1 day OSS
- 10th Offense: 2 Days ISS
- 11th Offense: Administrative Decision and students will be referred to Attendance/Guidance for an intervention plan.

Note: attendance secretary will be informed to develop an Attendance Intervention Plan (AIP) if appropriate. Subsequent offenses could result in loss of driving privileges, OSS, loss of extra-curricular activities, recommendation for an evidentiary hearing, and other consequences deemed appropriate by school administration.

St. James High Attendance Make-Up

You may only make up three (3) blocks per class this semester. Remember it is YOUR responsibility to check your attendance. Please see the attendance secretary if you have any questions. Make-up school is available each semester for courses in that semester. During the summer make-up school is available for courses within the current academic year. Summer attendance make-up is limited to 26 classroom blocks. All make-up dates and times will be distributed to students the first day of school. Students who are absent are required to make up all missed work. All missed work for unlawful absences must be submitted to the teacher within one week of the absence.

Meeting Attendance Requirements to Obtain Drivers License

The Attendance Office cannot complete required paperwork for obtaining a driver's license unless the student is in compliance with the South Carolina Truancy Law.

SIGNING INTO SCHOOL

Please make sure if you enter the building at or after 8:20 a.m. that you check in with Beth Jordan-Attendance Clerk in the Attendance Office. You must sign in and receive a tardy slip to class. A tardy will be documented in PowerSchool and appropriate consequences will be assigned for tardiness. At 9:06 a.m. and after the student will sign in and receive a slip that shows appropriate block absences and tardiness. Failure to sign in properly at the Attendance Office will result in disciplinary consequences. Teachers should be checking to make sure that students can produce either the tardy slip or the absence slip, and if not, teachers should send the students to the Attendance Office. No food or drink will be allowed into the building after 8:20a.m.

SIGNING OUT OF SCHOOL

To leave the building you must have a note from a parent that is verified by the Welcome Desk personnel or attendance secretary and/or a parent must come to the front lobby and sign you out. It is much easier to have the note even if your parent is coming in to sign you out, as you can receive a written absence slip to show your teacher at the time you are to leave the classroom. We want to protect instructional time for teachers and students so teachers are expecting to have students show them the verified attendance slip to leave class early. We do not want to call classrooms and interrupt learning. If parents must have their students released without a note, we ask that you try to coincide the time of dismissal with the end of class bell times. There will be NO early dismissals from 3:00-3:15 p.m. You should report to the Welcome Desk for sign out and make sure that you or your parent signs the sign-out book. You should bring an excuse the next day to the Attendance Clerk stating the reason for leaving so that your absence can be coded properly. Failure to sign out at the front desk will result in disciplinary consequences.