

## Seaside Elementary - Attendance Policy

Please read and carefully indicate that you understand each statement by checking off the box next to it.

- \*  7:00 am - School Opens
- \*  7:45 am – School Begins
- \*  7:45 am – Students are Tardy (Students must be IN his/her classroom to be counted present.)
- \*  If my child is NOT IN the classroom by 7:45 a.m., he/she is considered absent until I walk him/her into the office and sign him/her in as tardy.
- \*  11:15 am – 2:45 pm - this is an Early Sign-Out (ESO) and will reflect as a tardy on child's attendance record.
- Consistent school attendance is critical for student achievement. We encourage our
- \* teachers and staff members to respond to the needs of students and to provide a comprehensive instructional program from the time of arrival at 7:45 am until the end of the school day at 2:35 pm.
- In order to comply with the No Child Left Behind legislation, the Horry County School Board has deemed it necessary to implement an attendance policy for all Horry County
- \* School students. These policies are outlined in the Parent Student Handbook. Violations of these policies will result in a conference with the parent at which time an Attendance Intervention Plan (AIP) will be put in place for the student. These attendance policies are listed below.
- Students are allowed only 10 unexcused Tardies/Early Sign Outs per school year.
- \* Lawful reasons for tardiness are an appointment with documentation; immediate traffic accidents, detours, road closures, principal approval in cases of emergency. Lawful reasons for early sign-out are appointment with documentation, principal approval in cases of an emergency.
- \*  Students are considered truant after 3 consecutive days of unexcused absences
- Students are considered truant after a total of 5 days of unexcused absences. Lawful
- \* reasons for absences include appointment with documentation, proof of bereavement, and principal approval in cases of emergency.
- \*  You can request an approval of absences through the Principal. Request for Principal Approval forms are available in the front office.
- \*  If my child is absent from school, I will notify the attendance office by providing medical documentation or completing a Request for Principal Approval form upon his/her return.
- \*  Continued unlawful absences, tardies, 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.