

Welcome to the 2021/2022 school year. We at School of the Arts want our students to have a productive and successful school year, and research has shown that attendance is a primary factor for success. There are steps you can take to help your child understand the importance of timely attendance.

- ❑ Help your child get to school on time each day.
- ❑ Students who drive should allow for traffic and the Montague crossing train.
- ❑ Check the Parent Portal at least once a week to see grades and attendance. Check back to the School of the Arts website to see upcoming events, parent conferences, and class assignments.
- ❑ Avoid scheduling medical appointments during the school day.
- ❑ Check the CCSD Academic Calendar prior to planning trips or vacations.
- ❑ Follow district and school policies and report excused absences as soon as possible.
- ❑ If your student has to miss several days, please encourage him/her to email teachers to arrange makeup work and if necessary, to meet with the teacher to receive help for missed instruction.
- ❑ Check exam dates before scheduling appointments. Teachers and counselors have the dates.

The 2021/2022 CCSD Student Code of Conduct addresses the SC Compulsory Attendance Law as well as other state and local regulations regarding student attendance. Policies are included for absences, tardies, truancy, and attendance requirements for promotion and or credit. The Code of Conduct is located on the *Charleston County School District Website* under the *Families Tab-Student Conduct/Code of Conduct*.  
[https://www.ccsdschools.com/families/student\\_conduct](https://www.ccsdschools.com/families/student_conduct)

Below are a few attendance reminders:

- You do not need to call the attendance office to let us know your student is out for the day.
- Students leaving early are required to bring a handwritten note to the Attendance Office prior to school beginning on the day of early dismissal. We avoid calling into class to disrupt teaching. Text, phone call, and email are not accepted to call your student up front to wait for you.
- Do not have your student bring their note to the homeroom or classroom teacher they are leaving from, email the teacher that you are picking up to release them from class, or text your student to leave class and meet you. They will only be released and signed out at the Attendance Office.
- Students who drive must have a note from their guardian if leaving early and required to sign out in the Attendance Office.
- Students can not be released within the final 30 minutes of the school day unless it is determined that it is an emergency by the principal.
- Advance Approval Absence forms for advanced absences must be filled out and submitted to the Assistant Principal. Forms are on the SOA website under the Students/Parents tab and in the Attendance office.
- College visits are excused with a college letterhead with the students name and date of the visit turned into the Attendance Office.
- An absent student is one who misses 50 percent of the instructional day/class for any reason regardless of whether the absence is excused or unexcused.
- All absences require a note from the parent/guardian within three school days or return from the absence. Medical notes are accepted throughout the school year. **Emailed and faxed medical and parent (signed) notes are accepted this year 2021/2022 for student absences.** Absences in excess of 10 days per full year class or excess of 5 absences per half year class will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation. A parent excuse note must include: student's name, parent/guardian's full name, date(s) of absence(s), reason for absence and a parent/guardian's signature.

- If you believe there is an error with your child's attendance in a particular block, please ask your child to follow up with the teacher who marked your child absent.
- A child, at least 6 but not 17, is considered truant who has accumulated three consecutive unlawful absences or a total of five unlawful absences. Truancy intervention procedures that will be followed.
- The attendance requirement for promotion and/or credit for students in grades 9-12 is: 42 out of 45 days of a quarter course, 85 out of 90 days of a semester course and 170 out of 180 days of a year-long course. High School students will be counted absent for a full period if they miss more than half of the period. Students who exceed the approved limits for absence may not receive credit in the course(s). The administration may determine the lawful or unlawful nature of the absence.
- Guardians will receive two notifications (AM and PM) if your student had an unexcused absence. Even when attendance has been updated, the phone call will still go out on the day a class has been missed.

**Lawful absence (excused) shall include but not limited to:**

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others
- Absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student continuously absent for illness.
- Absences due to a recognized religious holiday of the student's faith
- Absences due to activities that are approved in advance by the principal using the Advance Approval Absence form. Approved activities include: state and national competitions, ceremonies honoring students, and art major-related activities.
- Work approved or sponsored by the school, the school district or the state department of education,
- Out of school suspension and In school suspension
- Field trips approved by the principal or designee
- Absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders - student will be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval.

**Unlawful Absences include but are not limited to:**

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Absences due to out of town trips/vacations

**More information regarding attendance can be found in your students Daily Agenda they received as well as on the School of the Arts website and in the CCSD Code of Conduct.**

If you have questions concerning your child's attendance, please do not hesitate to call the Attendance Office at 843-746-6366 ~ Attendance Office Fax 843-746-6406

Thank you for your support and teamwork!

Dr. Shannon Cook, Principal

Ms. Michele Meltzer, Attendance Clerk