

# Charleston County School District Attendance Policy

Parents/guardians have the responsibility to ensure that all school-aged children in their care are in school and on time every day.

## **ABSENCES**

The front office staff cannot excuse absences without a written excuse. **Excuses for absences can't come via calls, faxes, texts, or emails. Please submit a handwritten and signed** parent or medical excuse within three (3) days of return from an absence. Notes must include student name, date of absence, reason for absence and a parent/guardian signature. If needed, parents may email the child's teacher to let him/her know the child will be out, although teachers cannot excuse absences. *Automated absence calls are sent by the district office to parents regardless of the reason.*

## **The following are considered EXCUSED ABSENCES:**

1. Student illness/medical appointment - parent note or medical note is permissible
2. Religious holiday
3. Death in the student's immediate family

## **The following are considered UNEXCUSED ABSENCES:**

1. Vacations/family trips
2. Weddings
3. Family in town for visits
4. Trips scheduled during the designated make-up days on the CCSD calendar

**\*\*A MEDICAL NOTE IS REQUIRED AFTER A TOTAL OF TEN (10) ABSENCES\*\***

## **TRUANCY**

A student is considered truant when he is between 6 and 17 years old, and has accumulated three consecutive unexcused absences or a total of five unexcused absences. Truancy intervention meetings are scheduled for parents of students who fall into this category.

## **TARDIES**

The morning arrival bell rings at 7:05 am. The tardy bell rings at 7:25 am. A student is considered tardy if they enter the building after 7:25 am. **Parents are required to walk into the main office to sign their child into school if the child arrives after 7:25 am.**

**The following are considered EXCUSED TARDIES:**

1. Doctor or dentist appointment accompanied by a medical note
2. Late bus
3. Observance of a religious holiday
4. Court appearance or activity accompanied by court documentation

**The following is a list of some (not all) examples of UNEXCUSED TARDIES:**

1. Oversleeping
2. Traffic/car trouble
3. Missed bus/carpool trouble
4. Time change

**EARLY SIGN OUTS**

Sign outs after 2:00 pm will not be allowed unless the principal determines that it is an emergency.

Please plan to pick up your child before 2:00 pm if he/she has a dental or doctor appointment. *Parents may not opt to sign children out early to avoid traffic, etc.*

**Unlawful /unexcused absences, tardies, and sign-outs may result in school-based and district level interventions. Thank you for your cooperation.**