

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 a.m.

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 p.m. if he/she has a dental or doctor's 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.