

## MIDDLE SCHOOL ATTENDANCE GUIDELINES

### Guidelines for Implementing Student Attendance Regulations

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within *three* days after the student is back in school, this absence will be unexcused. The maximum number of days that will be recorded as lawfully excused absences with parent notes will be *five*.

A tardy is only excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered lawfully excused absent when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice, etc.).
- There is a recognized religious holiday of their faith.
- Activities approved in advance by the principal.
- The student is suspended from school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- Absences associated with Covid-19.

Students will be considered unlawfully absent when:

- Willfully absent from school without the knowledge of their parent or guardian.
- Absent without acceptable cause with the knowledge of their parent or guardian.
- Sports, sporting events, family vacations, or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law

Documentation for All Absences

- All students are to provide official documentation for any absence to the home school.
- A written excuse (signed by a parent/guardian) OR a medical excuse should be provided within **three days** after returning to school.
- Documentation may also be submitted electronically by using the email link located on each School's website under *Quick Links* or submitted directly to the home school Attendance Office.

### Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact you and your child for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. Students who exceed the maximum number of absences allowed may be referred to the Family Court for truancy if under the age of seventeen.

*Citation: South Carolina Code of Laws 59-65-50, 60, & 70 and South Carolina Board of Education Regulations.*