

**Attendance**

**Manual**

Lake View High School

2021-2022

Parent/Student Handbook

Addendum

**High School Credit**

 In order to receive one Carnegie unit of credit, a student must be in attendance at least 120-hours, per unit, regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Local school boards should develop policies governing student absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements.

 Therefore, districts should allow students, whose excessive absences are approved in part 1 of this section, to make-up work missed to satisfy the 120-hours requirement.

Examples of make-up work may include:

1. After-school and/or weekend make-up programs that address both time and academic requirements of the course(s), or
2. Extended-year programs that address both time and academic requirements of the course(s).

**Make-up Time**

 All make-up time and work must be completed within thirty days from the last day of the course(s). The district board of trustees or its designee may extend the time for student’s completion of the requirements due to extenuating circumstances as prescribed by State Board of Education Guidelines.

**SOUTH CAROLINA COMPULSORY SCHOOL ATTENDANCE LAW**

“All parents or guardians shall cause their children or wards who are in the age group of five to sixteen years, inclusive, to regularly attend a public or private school or kindergarten of this State which has been approved by the State Board of Education or a member school of the South Carolina Independent Schools’ Association or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education; provided, further, that any parent or guardian which child or ward is not six years of age on or before the first day of September of a particular school year may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian must sign a written document making such election with the governing body of the school district wherein the parent or the guardian resides. The form of this written document shall be prescribed by regulation of the Department of Education. Upon such a written election being executed, that child or ward may not be required to attend kindergarten.”

**1993 AMENDMENT**

An act to amend section 56-65-30, Code of Laws of South Carolina, 1976, relating to exceptions to mandatory attendance requirements of children in public or private schools, so as to delete the exception of a child who is married or has been married, an unmarried child who is pregnant, or a child who has had a child outside of wedlock, a child who is ten years of age or older and has been out of school for three years or more if there are no special classes in the school for the child to attend and to provide a new exception for a student who has a child and who is granted a temporary waiver from attendance by the districts attendance supervisor or his designee under certain conditions.

Section 59-65-10 of the 1976 South Carolina Code of Laws, as last amended by Section 25, Part II of Act 199 or 1979 and further amended by the South Carolina Education Improvement Act of 1984.

**Attendance**

A student must attend a minimum number of days each instruction period before he/she can receive consideration for credit. Below is the attendance schedule required by the State Department of Education for the various instructional periods:

|  |  |  |
| --- | --- | --- |
| **Instructional Period** | **Credit** | **Days of Attendance** |
| Semester or 90 days | 1 | 85 of 90 days |
| Yearly or 180 days | 1 | 170 of 180 days |

Students must bring a doctor’s or parental excuse to the Attendance Office for approval. This must be done between 7:40 am and 8:00 am. A slip will be marked excused or unexcused and is to be signed by the teachers.

**Absences and Excuses – Lake View High School Procedures**

Please, note the following procedures for absences and excuses. Although some absences are unavoidable, attendance is a key factor in student achievement. Discuss these issues with your child.

In accordance with state law and state board of education regulations, a student must attend at least 170 days for a year long course in order to receive credit, and local school officials must approve/disapprove any absences beyond ten. Because of the differences in traditional and block scheduling, attendance will be required by 85 days of the 90 under the current block schedule at Lake View High School.

**Procedures will require that absences in excess of 5 be excused (and meet lawful absence definitions) by written documentation from a licensed/certified health practitioner if for illness; church official, if for recognized religious holidays; or by the principal, if for participation in school-sponsored activities. Five parent excuses will be accepted for illness reasons in lieu of a physician’s signature.**

Students, in nine-week (quarter) or half unit courses must excuse absences over 3 by written documentation from a licensed/certified health practitioner of for illness; church official, if for recognized religious holidays; or by the principal, if for participation in school-sponsored activities.

Students, who have extenuating circumstances regarding absences, may submit a written appeal to the School Attendance Review Committee.

Students transferring into the district must have met all attendance laws and requirements of the former school district in order to receive credit.

**Tardies:** Late entries disrupt the educational setting for all students and should be avoided. The tardy policy is located on the school web site.

**Written Excuses (Required)**

Student absences must be addressed by a written note from apparent/guardian, health practitioner, or church official, as appropriate, **within 3 days of the student’s return**. Excuses must include the student’s name, grade, date(s) of absence(s), and signature of the parent/guardian, health practitioner, or church official, and reason for absence. Written excuses do not determine the lawfulness of absences, but help school officials to make that determination. If a student fails to bring an excuse following an absence, the absence will considered unexcused. Any false or forged excuses will be referred to the school administration for appropriate action.

**The following absences are considered lawful:**

1. Illness, when attendance in school would endanger the student’s health or that of others [when a student will be absent due to an extended or chronic illness (over 5 days), the parent/guardian should request homebound instruction as soon as possible]; students legally on homebound instruction are considered present on school attendance records.
2. Death or serious illness in the immediate family (lawful absences will be determined by the circumstances as approved by the principal).
3. Recognized religious holidays.
4. Mandatory court appearances (written documentation required).
5. Medical/dental examination/treatment (parents should make non-emergency medical/dental appointments during non-school days/hours where possible, and where impossible, student should attend school prior to or immediately following).
6. Sudden and traumatic disruptions (fire, flood, tornado, serious domestic dispute, etc.) or extreme family hardship that can be documented in a manner acceptable to the principal.
7. School-sponsored activities and college visitation (up to three for seniors) as approved by the principal.
8. Suspensions (all graded work must be made up in a timely manner acceptable to the instructor).

**The following absences are considered UNLAWFUL:**

1. Those without the knowledge of parents/guardians.
2. Those without acceptable cause but with the knowledge of parents.
3. Those resulting from bus suspensions (student/parents are expected to provide their own transportation).

**Check outs:**

Students will be allowed to check out of school only with the permission of the parent/guardian, by the parent/guardian presence on campus and signature on the checkout roster, or by the person designated by written documentation as approved by the principal (form must be on file). Missed classes will be deemed as unexcused absences if missed for unlawful reasons.

**Lawful and Unlawful Absences**

Lawful:

1. Absences caused by a student’s own illness and whose attendance in school would endanger his or her health or the health of others.
2. Absences due to an illness or death in the student’s immediate family.
3. Absences due to a recognized religious holiday of the student’s faith.
4. Absences due to activities that are approved in advance by the principal.

Unlawful:

1. Absences of a student without knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.

**Truancy**

The state Board of Education recognizes that truancy is primarily an education issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

1. **Truant**

A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

1. **Habitual Truant**

A “habitual” truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation or non-compliance, must be attached to the truancy petition asking for court intervention.

1. **Chronic Truant**

A “chronic” truant is a child, ages 12 to 17 years who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for citation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

**Attendance Suggestion for Parents**

1. **Students are expected to be in attendance all school days. There are no cut days.**
2. Read the rules and regulation section for attendance in the Student Handbook.
3. Call the school any time your child is absent (Contact Mrs. Elnora Cox, the Attendance Officer).
4. Send medial or parent excuses promptly (next school day).
5. Always use the school form for absent excuses, written documentation is required.
6. Call the school to check on your child’s attendance.
7. Remember to receive medical excuses.
8. Do not plan trips or other family events on school days.
9. Determine if the absence is **lawful.**
10. Remind your child to complete all documentation with the School Attendance Officer prior to 7:55 am.
11. Remind your child that he/she must be in attendance **85** of the 90 school days for each course and **170** of **180 d**ays for a year long course.
12. **Parents will be required to attend a conference after 3 consecutive or five unlawful (unexcused), again after 2 addition unexcused, and after every addition unexcused (a Discipline notice will be provided to the student for overnight suspension and the child may not return until a parent conference is held on campus).**
13. Truancy is based on a full day attendance. Remember a student may lose credit after five unlawful absences (unexcused) in an individual class.
14. Avoid check-in and check-out of students. These affect credit application for individual classes. If unavoidable, check-ins and outs should coincide with the bell schedule for the beginning or end of class.

\*Check-outs: Due to concerns related to student safety and attendance regulation, students may only check-out with parent’s permission and signature. Parents or an approved adult may check-out a child by signing a check-out form in the attendance office. Parent/students are to receive a copy of the form for use as documentation for the absence. This form is returned to the attendance officer the following day.

**\*No check-outs will be allowed by phone. You may complete the sign-out prior to school or you may call to indicate an adult other than the parent who will complete the check-out.**

**Do I need to send my child to the doctor each time he/she is ill?**

Dillon School District Four will allow five parent excuses to count as lawful absences. These five parent excuses must be used for illness/sickness of the student only. This allows a child’s illness to be lawful without requiring a visit to a physician. Parent notes must be returned on the school form (located in the student attendance manual) within three (3) days of the student’s return. If possible, the parent should call the school attendance officer anytime their child is to be absent. All parent notes after five will be declared unlawful.

**Reminder:**

Any days missed over five whether lawful or unlawful or a combination must be made up to receive credit. This applies even if more than five days are missed with a doctor’s (lawful) excuse. After five (5) unlawful days are missed, all additional absences must be lawful. Time may be made up by the student contacting the teacher and school attendance officer. The school attendance officer will schedule make up time and complete the necessary forms. Only lawful days may be made up.

**Avoid student checkouts!**

Checkouts for individual periods must be used carefully to avoid loss of credit. When checking-out a student make sure to indicate on the check-out form whether if it will be for medical reasons and provide the appropriate form on the following.

**\*All absences must have an excuse. Forms are provided in the student’s attendance manual and in the attendance office. The school form must be used. Handwritten notes are not acceptable. Attach medical notes to the form.**



**Lake View High School**

**Home of the Wild Gators**

**Tardy Policy**

Discipline Code 180 Tardiness (late to class)

**CONSEQUENCES**

FIRST TIME

 Administrative warning after three (3) times

SECOND TIME

 One (1) day in-school suspension after six (6) times

THIRD TIME

One (1) day out-of-school suspension after each subsequent accumulation of three (3) subsequent accumulation of three (3) tardies

**NOTE: Ample time is allowed for students to transition from one class to the next. Students should never be tardy between classes. Students must have a note from a sending teacher or the office to enter tardy. Students who exhibit habitual tardiness will receive a truancy action by the County Attendance Officer. Students who continually are tardy to class may be sent immediately to ISS and may not receive attendance credit for the assigned class (discretion of the administrator).**

Acceptable Excuses for Tardiness (Entering School):

* A signed note from medical, court, law enforcement, or other authority indicating the reason for the pupil’s tardiness
* Accidents that can be documented by the principal, including any police report or witness, if available
* Malfunctioning automobiles directly causing the tardiness with documentation to principal’s satisfaction; any frequent use of this excuse for tardiness might result in the student being advised to secure more dependable transportation
* Other acceptable excuses at the administrator’s discretion

Examples of Unacceptable Excuses for Tardiness:

* Oversleeping
* Missing the school bus (unless the school bus departed from its regular schedule)
* Arriving late due to dependence on another person (parent, student, or anyone else)
* Walking to school
* Being held up in traffic
* Stopping for breakfast
* Trouble with a vehicle that could have been anticipated and controlled (example: insufficient gas)

**School starts at 7:45 a.m.**

Students are to immediately enter the building (gymnasium) upon arrival prior to 7:45 a. m. regardless of their transportation type (bus, car driver, car rider, walk to school). Students will report to Homeroom/1st Block at 7:45 a.m. for breakfast-in-the-classroom). School starts at 7:45 a.m.

ATTENDANCE/STUDENT

HANDBOOK:

PARENT SIGNATURE SHEET

My child has received instruction that an Attendance Manual which indicates lawful and unlawful absences and the procedures for attendance at Lake View High School is located on the school web site. Also, the Student Handbook which indicates school procedures on a variety of topics, including discipline is located on the school web site. The school/district Discipline Code Manual is also located on the school web site. In addition, a red Discipline Code Manual has been provided.

Student

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lake View High School

Attendance Form

2021-2022

PowerSchool/Attendance Clerk:

Mrs. Elnora Cox – (843) 759-3005 – (843) 759-3010

Parents,

Please note that attendance procedure will be strictly enforced during the 2021-2022 school year. Unlawful absences in excess of five may result in loss of credit for the student or legal proceedings against the parent. Take the time to read carefully the attendance procedures listed in our Lake View High School Student Handbook. These procedures are listed on pages three and four. Definitions for allowable (lawful) absences are included, as well as unlawful absences. Please, note the documentation needed to help us determine if an absence is lawful. Documentation should be provided in a timely fashion (3 days).

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (s) of Absence(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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As the parent/guardian of the child listed above, I understand that this form must be provided for each date absent. I understand that students who are absent unlawfully more than five (5) days in a semester course will not receive credit for the course. I understand that a discipline referral will be made on the third consecutive unlawful or unverified absence or the fifth total unlawful absence and that I will be required to attend a conference with the school attendance officer.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dillon County Attendance Officer: (843) 774-9331**

Lake View High School

Attendance Form

2021-2022

PowerSchool/Attendance Clerk:

Mrs. Elnora Cox – (843) 759-3009 – (843) 759-3010

Parents,

Please note that attendance procedure will be strictly enforced during the 2021-2022 school year. Unlawful absences in excess of five may result in loss of credit for the student or legal proceedings against the parent. Take the time to read carefully the attendance procedures listed in our Lake View High School Student Handbook. These procedures are listed on pages three and four. Definitions for allowable (lawful) absences are included, as well as unlawful absences. Please, note the documentation needed to help us determine if an absence is lawful. Documentation should be provided in a timely fashion (3 days).

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (s) of Absence(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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As the parent/guardian of the child listed above, I understand that this form must be provided for each date absent. I understand that students who are absent unlawfully more than five (5) days in a semester course will not receive credit for the course. I understand that a discipline referral will be made on the third consecutive unlawful or unverified absence or the fifth total unlawful absence and that I will be required to attend a conference with the school attendance officer.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dillon County Attendance Officer: (843) 774-9331**