



Marion County School District Primary/ Elementary Attendance Guidelines

Please carefully read the following information concerning South Carolina Attendance Laws and the Marion County School District Guidelines for student attendance. The MCSD Board believes that attendance is a key factor in student achievement and any absence from school represents an educational loss to the student. However, the board also recognizes that some absences from school are unavoidable.

Requirements to be Counted Present for the School Day

The South Carolina Department of Education (SCDE) states that a school year consists of 180 days of instruction. Schools may count students present only when they are actually at school, on medical homebound instruction, or are present at a school activity which is authorized by the school. In MCSD, primary and elementary students must be present for 3½ hours of instruction for the instructional day to count as one of the

Required Excuses

Within 5 days after returning to school, a student must submit a written excuse explaining his/her absence, signed by his/her parent/legal guardian and accompanied, if applicable, by a doctor's statement. If a student does not do so, his/her absence will be considered unlawful. An excuse form can be picked up from the attendance office and completed with the appropriate information.

Lawful/Excused Absences

- The absence is caused by the student's own illness and whose attendance in school would endanger his/her health or the health of others.
- The absence is due to an illness or death in the student's immediate family.
- The absence is due to a recognized religious holiday of the student's faith.
- The absence is due to school activities that are approved in advance by the principal.

Unlawful/Unexcused Absences

- The absence of the student without the knowledge of his/ her parent/legal guardian.
- The absence of the student without acceptable cause with the knowledge of his/her parent/legal guardian.

Suspension (s)

- Suspension (s) are not to be counted as an unlawful/unexcused absences for truancy purposes.

Primary/Elementary School Tardy Procedures

All students are expected to arrive to school on time and be inside their classroom before the tardy bell rings. Students who are late to school receive consequences if the behavior continues. Students who are continually late may expect the following on a semester basis:

- 1st tardy** - the office/teacher will issue a verbal notification.
- 2nd tardy** - the office/teacher will issue written notification.
- 3rd tardy** - the office/teacher will issue a second written notification.
- 4th tardy** – the office/teacher will issue a written tardy notice warning.
- 5th tardy**– the school administrator will request a parent/legal guardian tardy conference.
- 6th & 7th tardy** – the student will be placed on a tardy intervention contract.
- 8th & 9th tardy** – the student may be assigned In-School Suspension.
- 10th tardy** – the student may be given one day out-of-school suspension for each additional tardy after 10.

Notice of Non-Discrimination

Marion County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Section 504-Dr. Cynthia Williams-Blaine | Director of Federal Programs
Title IX-Mrs. Stacy Wilbanks | Director of Human Resources

719 North Main Street, Marion, SC 29571
843-423-1811; www.marion.k12.sc.us

Sharron Crowner

Attendance Supervisor

843-423-1811

843-250-0137

Student Name: _____ Grade: _____

Homeroom Teacher: _____

By signing below, you are acknowledging that you have read the above attendance policy, and fully understand the policy and the consequences of truancy and tardiness.

Parent/Guardian Signature: _____ Date: _____



Marion County School District Middle/High School Attendance Guidelines

Please carefully read the following information concerning South Carolina Attendance Laws and the Marion County School District Guidelines for student attendance. The MCSD Board believes that attendance is a key factor in student achievement and any absence from school represents an educational loss to the student. However, the board also recognizes that some absences from school are unavoidable.

Requirements to be Counted Present for the School Day

The South Carolina Department of Education (SCDE) states that a school year consists of 180 days of instruction. Schools may count students present only when they are actually at school, on medical homebound instruction, or are present at a school activity which is authorized by the school. In MCSD, primary and elementary students must be present for 3½ hours of instruction for the instructional day to count as one of the

Required Excuses

Within 5 days after returning to school, a student must submit a written excuse explaining his/her absence, signed by his/her parent/legal guardian and accompanied, if applicable, by a doctor's statement. If a student does not do so, his/her absence will be considered unlawful. An excuse form can be picked up from the attendance office and completed with the appropriate information.

Lawful/Excused Absences

- The absence is caused by the student's own illness and whose attendance in school would endanger his/her health or the health of others.
- The absence is due to an illness or death in the student's immediate family.
- The absence is due to a recognized religious holiday of the student's faith.
- The absence is due to school activities that are approved in advance by the principal.

Unlawful/Unexcused Absences

- The absence of the student without the knowledge of his/ her parent/legal guardian.
- The absence of the student without acceptable cause with the knowledge of his/her parent/legal guardian.

Suspension (s)

- Suspension (s) are not to be counted as an unlawful/unexcused absences for truancy purposes.

Middle/High Tardy to Class Procedures

All students are expected to arrive to school on time and be inside their classroom before the tardy bell rings. Being at or near the door means that the student is late. Inside the classroom means that the student's entire body is inside the classroom. Students who are late to class will receive consequences on a cumulative/yearly basis if the behavior continues.

1st & 2nd tardy—the teacher will issue a verbal warning.

3rd & 4th tardy — the teacher will have two-way communication (email, phone call, etc.) with the parent, legal guardian and will document entries when coding in the comment box in PowerSchool.

5th tardy— Referral for disciplinary action and/or guidance referral.

6th—9th tardy — the student will be assigned in school suspension (ISS).

5th tardy– the school administrator will request a parent/legal guardian tardy conference.

6th thru 9th tardy – the student will be assigned 1 full day of in-school suspension (ISS).

10th tardy – the administrator will request a parent/legal guardian tardy conference and the student will be placed on a tardy intervention contract. The student will also meet with a guidance counselor prior to being assigned out-of-school-suspension (OSS)

11th thru 13th tardy - the student will be assigned out of school suspension (OSS.). High school students will also lose driving privileges at the 10th tardy for at least 30 days. If a student continues to drive during the 30 days of revoked privileges, then the students driving privileges will be revoked for the remainder of the year.

14th tardy - the student will be assigned out of school suspension, OSS for each additional tardy.

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Sharron Crowner

Attendance Supervisor

843-423-1811

843-250-0317

Student Name: _____ Grade: _____

Homeroom Teacher: _____

By signing below, you are acknowledging that you have read the above attendance policy, and fully understand the policy and the consequences of truancy and tardiness.

Parent/Guardian Signature: _____ Date: _____