

Fulfilling the Potential of Every Student

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TO: FPES Parents & Guardians

Students attending school regularly will be recognized and celebrated for their outstanding achievement. There is a clear connection between a child's regular attendance and their academic success. We want to set a good example for them and establish the importance of putting *first things first*.

During the 2016-2017 school year, Forts Pond Elementary School will take a focused and proactive approach to encouraging prompt daily attendance at school. We will closely monitor the attendance of all students such that parents will either receive a letter, be asked to attend a conference, or be referred to the Lexington County Family Court if a situation warrants. To be clear, the following procedures will be followed:

Tardies/Early Dismissals:	Medical Absences (MED):
Raptor will be used for signing a student in/out. Raptor will track the number of times each occurs, and it will even track the number of minutes a child is missing.	If a student misses school for a medical reason, please send the medical excuse with the student when he/she returns to school (OR have the doctor/dentist office fax it to us @ 821-2503). We must have the excuse within three days of the absence.
3 tardies/early dismissals equate to 1 unexcused absence <ul style="list-style-type: none"> • When a student reaches 9 tardies/early dismissals (equal to 3 UNX absences), a reminder letter will be sent home. 	Please send your child to school whenever possible. For example, if a child has a short medical appointment but the child's condition does not necessitate staying home all day, (example: well visit, dental cleaning, etc.) please send the child to school.
Unexcused Absences (UNX):	Medically excused absences do NOT count against your child, however, multiple absences do affect a student's academics.
Any absence a student has with no written excuse on file will be coded as an unexcused absence. These <u>DO</u> count against you/your child, and can cause truancy.	Parent Excused Absences (PNT):
<ul style="list-style-type: none"> • 3 UNX absences = a reminder letter will be sent home • If a child is out 3 consecutive days, the teacher will call to check on him/her (& report to admin. why the child has missed school). • 5 UNX absences= student is marked TRUANT in state reported system, parent/guardian contacted, & attendance plan is developed during conference (additional absences will require additional parent/guardian contact) 	If a student misses school for illness, bereavement, or religious activity the parent/guardian should provide a written excuse with the student when he/she returns. We understand a visit to the doctor's office does not occur for every illness. So, when you send in a written excuse with your child, the absence gets coded as a PARENT excused absence. The state allows up to 10 of these per year (for elementary students).
11+ unexcused absences= FPES will make a report to SC Mentor/Dept. of Social Services <u>and</u> file a petition with Family Court to compel regular attendance	These absences <u>do NOT</u> count against your child towards truancy, and they can <u>ONLY</u> be accepted within three days of your child returning.

Please let us know if you have any questions or concerns with regard to this policy. We appreciate your input and your help as we strive to do our very best to serve you and this community.

Please sign and return the bottom portion after you have read this document. Having your support will help us all greatly.

I have read the above school attendance policy as it pertains to my child/children _____.

Parent/Guardian Signature _____ Date _____

Teacher ('s) Name(s): _____