



October 5, 2018

Dear Parents/Guardians:

As you know, we place much emphasis upon attendance in Richland School District One and at Brockman Elementary. In accordance with **NEW Federal Law** and South Carolina Compulsory School Attendance Law, Richland One has guidelines in regards to student attendance policies. We have made great strides in an attempt to improve student attendance the past several years by closely following these laws and policies here at Brockman. **These rules apply to ALL students.**

Excused or lawful absences include illness, doctor or dentist appointments, serious illness or death in the family, and recognized religious holidays. All other absences are unexcused unless pre-approved by the principal in writing at least 2 weeks in advance. You may write/email the principal and send the request through Ms. Hufstetler. Taking your child out of school for family vacation time is discouraged and considered an **unexcused** absence unless it has been **pre-approved. No more than three days will be approved in a school year.**

For an illness absence to be excused, Arleita Hufstetler, our Database Specialist/Attendance Clerk, must receive a note from the parent/guardian **within 48 hours** of the child's return to school. Illness keeping the child out of school for three or more days requires a statement from the child's doctor. No more than **10 days** of the school year can be excused by notes from the parent according to District policy.

After a child has had **three consecutive or five cumulative** unexcused absences, they are considered by law to be truant. The parent/guardian will be contacted and expected to come to the school for a conference to work with school staff in developing an Attendance Intervention Plan. The parent/guardian will be contacted by phone and mail. If the parent does not attend, the school will develop the plan and send it by registered mail for the parent/guardian's signature.

If, after completion of the plan, the child accumulates any more unexcused absences, the school is required by law to complete a court petition. The parent/guardian and student will be summoned to appear before a judge in Family Court. A report must also be made to the Department of Social Services (DSS) for Educational Neglect.

According to NEW federal guidelines, each minute (420) of a student's day must be accounted for in PowerSchool. This means that for all tardies, early dismissals and check-outs for appointments in the middle of the day, that time will be subtracted from a student's daily total minutes. If they miss more than 50% of the school day, they are now counted as absent regardless of the reason. Students should not be signed out for early dismissal except in the case of emergencies or for medical appointments where a note will be required.

Regular, daily attendance is important at Brockman. Please know that each moment, every day is important to us as we strive to provide every opportunity for your child's success. Thank you for your support and cooperation.

Sincerely,

Heidi Stark, Ed.D.
Principal

HS/ah