

# Fort Mill Elementary School Attendance and Tardy Policies

## **FMES Tardy Policy:**

FMES Policy allows for a maximum of 10 Unexcused Tardies per school year. Tardies are excused if a Medical Note is provided. While we understand that emergencies do occur, excessive tardiness interferes with instruction and is considered an absence from school according to the *South Carolina Compulsory School Attendance Act*. **Once a student has reached 10 Tardies, a request to schedule an Attendance Conference will be sent home to the Parent/Guardian to discuss how we may work together to ensure on-time arrival.**

Fort Mill Elementary School strives to maintain an orderly educational environment. A morning routine helps students get organized and prepare for a successful day of education. Please be sure your student arrives to school on time! **Our school hours are 7:40 a.m. to 2:25 p.m.**

**A Parent/Guardian Sign in in the FRONT OFFICE is Required for all Students arriving after 7:40. An arrival to the Classroom after 7:45 will result in a Tardy.**

Should you have **questions about child's attendance record**, please contact our Registrar, **Donna Jackley**, at **(803)547-7546** or **[JackleyD@FortMillSchools.org](mailto:JackleyD@FortMillSchools.org)**.

## **Fort Mill School District Attendance Policy:**

The Fort Mill School 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 and has established an attendance policy which allows for absences in inevitable circumstances.

The complete Fort Mill School District Attendance Policy can be viewed online at:

**<http://www.fortmillschools.org>** under "For Parents"/Student Attendance Guidelines. Please be aware of the following:

- 1.) Please provide a Written Excuse, signed by a parent/guardian, or the medical professional who treated the child and the absence will be considered **LAWFUL**.
- 2.) The maximum number of days that will be recorded as **LAWFUL** absences with **Parent Notes** is **FIVE** per school year.
- 3.) The maximum number of days that a child is allowed to miss in one school year is a total of **TEN**, *regardless of type*.
- 4.) Students are coded as **TRUANT** with the State of SC when the 5<sup>th</sup> unlawful absence is recorded. At that time, an Attendance Conference is required.
- 5.) Family Vacations or other travel NOT due to a Serious Illness or Death in the Immediate Family are NOT Excused.

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