

North Charleston Creative Arts Attendance and Tardy Expectations

In our quest to develop students who are 21st Century Learners, and that fit the Profile of the South Carolina Graduate, our goal is to instill Life and Career Characteristics, such as “Integrity, Self-direction, and Work Ethic”. Teaching our students the concept of timeliness and accountability are crucial to the future that they are working to create.

We are excited to begin our 2017-2018 school year and like you, our goal is for your child to have a successful year at school. **We are so excited to meet our new students and welcome our returning students back.** This document is to inform all families of the **North Charleston Creative Arts attendance and tardy expectations.**

School Attendance is Required by Law

At NCCAE, we ask that you protect the privilege to attend this choice school by adhering to the tardy/attendance policy, while working to establish the importance of *accountability* with your student. School doors open at 7:00 am- **Please, do not drop off your student before this time, as supervision will not begin until 7.** The LATE bell will ring at 7:25 am, and your student is considered tardy if they arrive after the late bell. If your student arrives after the 7:25 bell, the parent is required to **come in and sign their student into school** while providing a reason for being late.

CCSD Code of Conduct/Attendance Policy

The Charleston County School District (CCSD) Code of Conduct states when a student accumulates **THREE consecutive unexcused or a total of FIVE unexcused absences, they are considered TRUANT.** CCSD outlines a policy/procedure on truancy to include:

- If your student is absent you **must send in a note for the missed days, whether it is an excused or unexcused absence.**
- Excused absences include: Sickness, Death in the immediate family, or religious purposes

CCSD Intervention on Truancy

NCCAE will strictly enforce the district policy.

- Initial interventions: Letter from the school attendance officer
- 2nd Intervention: School conference and intervention plan
- 3rd Intervention: Additional school conference.
- 4th Intervention: Student referral to the CCSD Office of Attendance/Truancy
- 5th Intervention: As prescribed by the CCSD Office of Attendance/Truancy

Please know that the parent’s active role in having your student on time and present at NCCAE will **greatly support and improve their academic success.** As a school/parent team, please let us know if we can help or provide additional information.

Please see the Attendance/Truancy statement below:

Dear Parents,

We are pleased to welcome your child to North Charleston Creative Arts, either as a zoned student or as a magnet student. Having appropriate/safe behavior and an excellent attendance record are conditions for attending North Charleston Creative Arts. We carefully monitor student progress throughout each quarter and will contact you if there is ever concerns for academic, behavior, or attendance. **Students must be on time to reduce classroom disruptions, and to set them up for daily success in school.**

The following apply to ALL Students at North Charleston Creative Arts:

- Any student, except bus students, who arrive after the tardy bell (7:25 a.m.) must be signed in by a parent.
- PARENTS OF TARDY STUDENTS MUST COME INTO THE OFFICE, WITH THEIR CHILD/CHILDREN, IN ORDER TO SIGN THEM IN.
- *If your student is tardy 5 times, a documentation letter will be sent home to keep you abreast of this number of tardies.*
- *If your student is tardy 5 more times (for a total of 10), they will then be placed on a Probationary Attendance Improvement Plan. At this point, an intervention meeting will be held with our guidance counselor in order to assist families with a plan to keep the tardies from continuing to occur.*
- *If your student is then tardy 5 more times (for a total of 15), a meeting will be scheduled with administration to discuss your child's attendance status.*
- *If your student is then tardy 5 more times (for a total of 20), you will be referred to the CCSD Office of Attendance/Truancy.*

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Together, we can develop success, at NCCAE. Please let me know if you have questions concerning our attendance policy.

-Principal Hansen

By signing this, you are stating that you understand the attendance policies at North Charleston Creative Arts Elementary School. Please sign and return to the front office or to your child's teacher. Thank you, so much!

Parent Name (Printed): _____

Student Name (Printed): _____

Parent Signature: (Printed): _____