

Ocean Bay Elementary

The mission of Ocean Bay Elementary is to empower students to embrace responsibility as they become lifelong independent thinkers and learners.

Attendance Policy Summary – IMPORTANT INFORMATION

School day begins at 7:40 a.m. and dismissal is 2:25 p.m. for all students.

My child must be IN his/her classroom by 7:40 a.m. to be considered present and on time.

If my child is **NOT IN** the classroom by 7:40 a.m. he/she is considered absent until **I walk him/her into the office and sign him/her in as tardy.**

If I **sign** my child **out** of school **before dismissal**, this is an **Early Sign-Out (L)** and will reflect as an unexcused tardy on my child's attendance record and report card.

Lawful reasons for **tardiness**, are an appointment with documentation, principal approval in cases of an emergency.

Lawful reasons for **early sign-out** are appointment with documentation, principal approval in cases of an emergency.

If my child is **chronically tardy** or **signed out early** without lawful documentation (**more than 5**), it may be necessary to put an Attendance Intervention Plan (AIP) into place.

If my child is **absent from school**, I will **notify the attendance office** by telephone or by providing medical documentation or parental note upon his/her return (843)903-8407).

Lawful reasons for **absences** include medical doctor's note, proof of bereavement/death of an immediate family member, and principal approval in cases of emergency.

If my child has **3 consecutive or 5 cumulative unlawful absences**, I will be **required** to have a conference with an administrator to put an **Attendance Intervention Plan (AIP)** into place which lasts for one calendar year.

Continued unlawful absences, tardiness, or early sign-outs **after the AIP** is in place will result in **referral** to the **district attendance office** for review and possible referral to **family court** for truancy.

Our principal will excuse up to **3 days for educational trips** and up to **3 days for hardship/illness per school year**. In order for the illness day to be excused a written note or email from the parent explaining the illness must be returned to our office **no later than 3 days after his/her return to school**. A HCSD Form (available online or at the school) must be submitted for days missed due to hardship. This must be received prior to the absence or no later than 3 days after his/her return to school. Additionally, if a child will miss school due to an educational trip, parent must first submit a form (available online or at school) and have it approved by our principal. Also a project, such as a journal, report or other educational report shall be presented to the principal and or teacher immediately upon his/her return to school in order for the days to be excused. Homework & missed assignments should be completed as well. Please review Attendance practices and laws on Horry County School District website.

Questions- Contact: Maria Rosado – Ocean Bay Elementary Attendance Office

PH: 843-903-8407/ Fax: 843-903-8401