

Attendance

A. Half Day Requirement– To be considered in attendance, a student must be present in the school for at least one half of the school day or at a place other than the school with the approval of the appropriate school official to attend and authorized school activity.

These activities include:

1. Field trips sponsored by the school
2. School-initiated and scheduled activities
3. Athletic events requiring early dismissal from school
4. Serving as a page for the governor or legislature
5. In-school suspension

Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless additional time is granted by the classroom teacher.

B. Excused Absences– The following shall constitute valid excuses for the temporary non-attendance of a child at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. **Illness or Injury.** An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
2. **Quarantine**– An absence is excused when isolation of the child is ordered by By the local health officer or by the State Board of Health.
3. **Death in Immediate Family**– An absence is excused when it results from death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of the child includes, but is not necessarily limited to, grandparents, parents, brother, and sisters.
4. **Medical or Dental Appointments**– An absence is excused when it results from a medical or dental appointment of a child and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
5. **Court or Administrative Proceedings**– An absence is excused when it results from the attendance of a child at the proceedings of a court or administrative tribunal of which the child is a party of the action or under subpoena as a witness.

- 6. Travel Opportunities**– An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be gained prior to the absence.

* Such trips normally would not include absence for : hunting, fishing, visiting relatives, going to beaches, shopping, skiing, subsequent trips to the same area, attending athletic events, etc.

* Trips normally would not exceed: three(3) days for in-state trips, seven (7) for out-of-state trips, and ten (10) for out-of-country trips. There is a ten day maximum per year.

* Students shall provide the principal with a full agenda of any planned trips prior to approval of the trip.

* Students shall maintain a daily diary and submit a written report to the principal upon return.

* Approval to excuse an absence for any trip shall be requested by the parent.

- 7. Religious Observances**– An absence may be excused if the tenets of a religion to which a child or his parents adhere requires or suggests the observance of a religious event not to exceed five (5) days.

C. Written Verification– In the event of an absence for any portion of a school day, it shall be the responsibility of the student to provide a note signed by a doctor, parent or legal guardian stating the reason for the absence. These notes are to be submitted to your child’s homeroom teacher. Each note should contain the student’s full name, date(s) of absence, reason for the absence and the signature of a parent or legal guardian prior to being processed.

In order for an absence to be considered as an excused absence, the note must be presented no later than two days after the absence.

Be it understood that even though a student may have parental permission to be absent from school, it is still the principal’s responsibility to determine whether or not the absence will be excused or unexcused according to NC State Board of Education attendance policy and simply having parental permission does not guarantee an excused absence.

North Carolina law holds parents responsible for having their children in school when school is in session. Parents who violate the compulsory attendance law (a misdemeanor) may be fined or imprisoned.

Class work missed due to absence will normally be turned in within five (5) days of the student's return to class unless additional time is granted by the teacher. The student will receive a zero for any work not made up.

D. Unexcused Absences– All absences for reasons other than those defined above shall be considered as unexcused absences. A student shall receive a zero on all work missed because of an unexcused absence.

E. Excessive Absences– Any time a student is absent for more than six (6) days and without a valid excuse, the principal or designee shall notify the appropriate school attendance counselor who shall investigate the cause of the absence and report such to the principal and Superintendent or designee.

F. Homebound– For attendance purposes, students served by homebound teachers shall be considered as students in school and shall be coded as homebound (1H).

G. Forfeiture of Credit For Non-Attendance– A student absent more than the number of days specified by LEA board policy will not receive credit for any class in which absences occur except by the local appeals committee.

1. Students will not be counted absent or tardy when participating in school functions.
2. Out-of-school suspension will count as absences from all classes missed during the period of suspension.

H. Attendance Records– Accurate records of student absences and tardies are the responsibility of the homeroom teacher. Absences shall be reported daily to the office. Tardies and absences shall be recorded on the student's report card and on his permanent record. Students leaving the campus during the school day must sign out through the office. Any student who does not properly sign out of school will be considered as truant and appropriate actions will be taken.

I. Notification to Parents– To inform the parents and students with regard to absences, a form letter will be mailed to the parents of each student notifying them of absences on the 3rd and 6th absence of each semester. When the student misses a class ten (10) days, a letter of notification will be sent to the parents.

J. Appeals Procedure:

- A. Students in grades K-12 may appeal absences to a committee made up of the principal and a committee appointed by the principal.
- B. A student absent from school shall on his return to the school, furnish a written excuse from the parent, guardian, or doctor stating the dates and reason for absences.
- C. After five (5) consecutive or ten (10) days accumulated absences in a semester, the principal may require a written doctor's note for any additional absences.
- D. In grades K-8, absences in excess of ten (10) days constitute a valid reason for retention.
- E. **A student who is tardy to school must have a parent sign him/her in through the school office. A late admission slip will be issued to the child.**
- F. For attendance purposes, the minimal instructional day will be five and one-half hours. However, in order for a child to be counted present, he/she must complete three hours of instructional time.
- G. A student served by the homebound teacher shall be considered the same as students in school and shall be counted present.

- 2. The Board of Appeals is made up of a team appointed by the principal.
- 3. The Board of Appeals shall convene when a student requests a waiver of the minimum attendance requirements.
- 4. No student shall be excused for outside activities, such as music lessons, dancing lessons, etc. because of the required minimum length of the school day.

K. Early Dismissal From School/Signing Out Early– In order for a student to leave early, a parent or guardian needs to come and sign the student out. Teachers can not authorize students to leave campus. Leaving campus without being properly signed out will be considered skipping and truancy guidelines will be applied.

Note #1: Except in emergencies, no student will be called to the office for early dismissal purposes after 2:30 p.m. Afternoon announcements and preparations for closing out the school day are in progress at that time.

Note #2: All students must leave campus at the close of the school day unless they are staying for a valid reason (i.e. athletic practice). **Students may not stay after school for events.** Students must leave campus as normal and be returned by the parent for the events in question.

L. Tardiness to School– Tardiness is an unacceptable interruption of the instructional day. As such, we will make every effort to minimize the negative impact of those who arrive after the start of classes. These students must report to the main office to be signed in by a parent/guardian. This will minimize the interruption of the educational process, provide a secure, monitored setting for late arrivals, and emphasize to all concerned the importance of punctuality. **After a pattern of chronic and/or continued tardiness to school is documented, the administration will schedule a conference with the parents/guardians involved to discuss a solution to the problem.**