Student Attendance

Regular attendance is the key to scholastic success. Students with strong attendance records perform better academically and socially. Parents, students, and school personnel are responsible for promoting positive attendance attitudes. Tardiness is a serious problem since students miss valuable instructional time. The Lake Forest Academy staff wants every child to come to school every day and is committed to helping both students and parents achieve this.

If a student is absent:

According to state law G.S. 115C-378, regular and prompt school attendance is required for an excused absence:

Parents should notify the school if the absence is expected to be more than one day.

An absence note is required for the student's return to school. The note should state the child's full name, dates of absence, and specific reason for absence.

The principal or designee may request verification of illness.

If a note is not provided by the third day of attendance, the child's absences will be marked unexcused.

Verification may be required if the validity is questioned by the principal

After the third consecutive unexcused absence, a doctor's excuse is required.

Excessive absences may result in referral to the school social worker for possible legal action or may result in retention.

Students who arrive after 11:00 AM or who leave prior to 11:00 AM will be marked absent for the entire day.

4 unexcused absences will result in a school social worker referral.

According to New Hanover County Schools policy, the following are reasons for an Excused Absence

Illness of the child

Quarantine

Death in the immediate family

Religious observations

Court proceedings

The principal may excuse a child from school attendance for other reasons, however, trips taken while school is in session are highly discouraged and may not be approved. Only valid educational opportunities will be considered and must be requested in writing one week prior to the date(s) of non-attendance. Make-up assignments should be completed within 10 days after returning.

If a student is tardy:

The first bell rings at 7:55am Students are tardy after 8:00am

When a student is tardy, a parent or guardian must accompany the child to the school office and be checked in. Tardy students are expected to make up missed assignments

When possible, all medical and dental appointments should be scheduled after school hours or on non-school days. If appointments must be made during school hours, **a doctor's note is required for the tardiness to be counted as excused.**

According to New Hanover County policy, the following are reasons for tardiness to be counted as excused:

Medical or dental appointment **with a doctor's note**

Note: According to county policy, traffic, car trouble, oversleeping, etc. are not excused reasons for tardiness. If a school bus is late, the students are not counted as tardy.

If a student must be dismissed early:

Dismissal time is 2:30 PM. If a student needs to be dismissed early, please notify your child's teacher in advance if at all possible. If your child is dismissed early for a medical or dental appointment, please remember to send a doctor's note with your child the following school day for the early dismissal to be counted as excused.

Perfect Attendance

Outstanding attendance will be recognized by the John J. Blair staff at appropriate celebrations at the end of each grading period and at the end of the school year. To qualify for a Perfect Attendance certificate, a student must be present for the entire grading period with no unexcused tardies. A New Hanover County Perfect Attendance certificate is awarded to students who have perfect attendance for all 180 school days.

Parent Responsibility for Attendance

Every parent or guardian who resides in the NHCS District and has a child under the age of sixteen is responsible for maintaining continuous school attendance for that child. We urge all parents to assist us in our goal of ensuring that all students receive the maximum benefit from daily instruction.