

Central Elementary School Attendance Policy

The Importance of Attendance

At Central Elementary School, we have a responsibility to help our students succeed. Student achievement is affected by attendance. Students who are enrolled are required to attend class regularly under North Carolina law. One of the most important things your child can do to achieve academic success is also one of the most basic: BEING IN SCHOOL EVERY DAY. As a parent or guardian, it is possible to plan ahead in order to limit your child's absences, make school attendance a priority, and help your child from falling behind if it is necessary to miss a day of school.

Arriving On Time

Students are expected to arrive at school on time and be in their classroom by 7:45 am. A student entering class late not only impacts his/her own learning but also disrupts the flow of the classroom and the entire community of learning. Upon arrival, tardy students must check in at the office. *If a student arrives after 11:30 am they will receive an unexcused absence for the day unless proper documentation is provided to be excused.*

Early Dismissal

We request that you do not pick up your child before regular school dismissal at 2:30 pm. If you need to take your child out of school before the end of the school day, you will need to come to the front office to sign them out as an early dismissal. For the safety of our students and ease of the dismissal process, no early dismissals will be allowed after 2:00 PM. All adults must be prepared to show photo identification when picking up a child. This simple procedure is for the protection of your child. We will not release a student to anyone except the parent, legal guardian, or a person you have authorized to pick up your child. *Please keep in mind that just as with tardies, a student leaving class early not only impacts his/her own learning but also disrupts the flow of the classroom and the entire community of learning.*

Central Elementary Attendance and Truancy Policies

- **Tier 1-** Students are in good standing with attendance and have under **3 total absences**. Foundational supports promote the positive conditions for learning that ensure students are engaged and want to show up to school.
- **Tier 2-** Students who are at risk of chronic absenteeism have a total of **6 absences** or more. A minor intervention to assist in removing obstacles to their attendance. These students and families will receive personalized support during the intervention. *Interventions may consist of creating individualized attendance plans and resolving transportation barriers.*
- **Tier 3-** Students who are chronically absent have a total of **10 absences or more**. An intensive intervention that will provide intensive support in and out of school to the

student missing school. *Interventions may consist of working hand and hand with the school social worker and administrators to resolve barriers like homelessness, chronic illness, bullying and more.*

Attendance/Truancy Letters

Every month Central Elementary School generates a report on students' attendance from the previous month and sends the relevant attendance letter home.

If a student has 3 unexcused absences of school, the "1st Attendance Letter" is sent home. This letter is intended to draw attention to the absences and promote better attendance moving forward. A phone call home to parents will be made.

If a student has 6 or more unexcused absences, the "2nd Attendance Letter" is sent home. This letter is intended to let parents know that the school social worker is keeping an eye on the problem if attendance does not improve. A meeting will be scheduled with administration and school social worker.

If a student has 10 or more unexcused absences, the "3rd Attendance Letter" is sent home. This letter is intended to let parents know that they could be considered *truant*. An attendance meeting will be set up with parents and administration.

Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);

7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by Board policy regarding Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Unexcused Absences

Any absence that does not comply with the guidelines for an excused absence or does not provide the necessary documents for an excused absence within the allotted time frame will be labeled as an unexcused absence.

Key Terms and Definitions

- A. Absence- an occasion or period of being away from the school.
- B. Intervention- an action that is put in place to improve a situation.
- C. Truant- a student who stays away from school without leave or explanation.
- D. Tardy- when a student arrives into the classroom after the designated time of arrival.

Roles and Responsibilities

The goal is to ensure that students attend school in compliance with the requirements of the North Carolina Attendance Law, it is the joint responsibility of students, parents, and educators.

In accordance with the North Carolina Attendance Law, parents are responsible for making sure their children attend school, promptly notifying the school of any absences, notifying the school in advance of any planned extended absences, and working with the school to address absenteeism problems.

Teachers are in charge of encouraging regular attendance among their students, keeping track of their absences, and alerting the principals/or school social worker when there is a problem with a student's attendance.

Concerns regarding a student's attendance must be communicated to the student's parents as soon as possible, from the school social worker and administrators. Attendance difficulties will be

handled by administrators and a school social worker. Student absences that are serious and unresolved will be reported to the school's social worker and administrators.

[**Orange County Schools Attendance Policy Code 4400**](#)

[**North Carolina Attendance Law**](#)