

STUDENT ATTENDANCE
Policy Code 4400 Attendance

- Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.
- Attendance records will be used to enforce the Compulsory Attendance Law of NC.
 - If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker.
 - Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.
- When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school on the day of return after an absence. Absences due to extended illnesses will require a statement from the physician. Excused absences include the following:
 - personal illness or injury which makes the student physically unable to attend school;
 - isolation ordered by the State Board of Health;
 - death in the immediate family;
 - medical or dental appointment;
 - pregnancy (and related conditions) or parenting, when medically necessary;
 - participation under subpoena as a witness in a court proceeding
 - a minimum of two days each academic year for observance of an event --- required or on suggested by the religion of the student or the student's parent(s) with written prior approval from the principal. Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.
- After 10 days of excused notes from the parent or guardian, the

principal shall require a note from a medical professional should the student be absent as a result of an illness or injury. A Child Family Support Team (CFST) meeting shall also be scheduled to discuss the student's attendance.

- If the student does not present a note, written or electronically, within five days, the absence will be coded as unexcused.
- 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 granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
- LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.
- The conditions under which the local schools may approve excused absences are: the parent must submit the request for the absence in writing; the absence is pre-approved by the principal; missed work is completed and turned in within the school's allotted time period. 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 (see policies [*4110 Immunization and Health Requirements for School Admission*](#) and [*4351 Short-Term Suspension*](#)) 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.

EXCESSIVE ABSENCES

- The principal will notify parents and take all other steps required by [*G.S. 115C-378*](#) for excessive absences. Students may be suspended for up to two days for truancy.
- After a student has accumulated three unexcused absences, the

principal or his/her designee shall notify the parent/guardian of the child's excessive absences.

- After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.
- After 10 accumulated unexcused absences in a school year, the principal shall review any reports to or investigations produced by the school social worker pursuant to [*G.S. 115C-381*](#). The principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not met his/her obligations, the principal or designee may notify the district attorney. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences that cannot be justified under the board's established attendance policies shall constitute a prima facie case that the child's parent/guardian is responsible for the absences. If the principal determines that the parent has met his/her obligations, the principal may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.
- Excessive absences may impact eligibility for participation in interscholastic athletics. See [*Policy Code 3620 Extracurricular Activities and Student*](#)

ABSENCES MUST BE MADE UP

Attendance at Middle School is for the purpose of obtaining an education. As a local promotion standard, a middle school student may not miss more than 10 days of school a year in middle school.

- The student must make up time for each day of absence over 10 days

during the school year.

- When a student accumulates more than 5 absences, he/she may begin to attend make-up sessions/days as designated by the school.
- Makeup sessions/days could include before and after school learning labs, Saturday Academy, virtual learning opportunities, workdays, and summer school.
- When a student has been absent for more than 10 days and has failed to make up the time missed, he/she will be referred to the principal/designee as a candidate for retention.
- The principal/designee will notify the parent of the school's concern and inform the parent of the attendance requirements in regard to the local promotion standard.
- The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, such as summer school and/or virtual learning opportunities.
- If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

SCHOOL-RELATED ACTIVITIES

Assignments missed due to a school related activity must still be completed by students. Students will be given one day for each day they are absent to get make-up work completed. The student is responsible for requesting assignments and completing them within the specified time period.

TARDY POLICY

- Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time.
- Guardians of students arriving at school after 8:30 A.M. must sign in the office with a valid reason for their child's tardiness. Should a student continue to be tardy, the student will be referred to the attendance liaison for counseling and administration will be notified for further investigation.

- Three (3) tardies within a nine-week period will equate to one day’s absence when applying the attendance policy. As with other absences, after accumulating three “days” of tardies within a nine-week period, students may be required to attend makeup sessions as designated by the school. Makeup sessions could include before, during and/or after school learning labs, virtual learning opportunities, workdays, and summer school.
- Excused tardies are accepted only when accompanied by a written note for up to nine tardies per nine weeks. Anything over nine will have to be approved by administration to be designated as excused. Listed below are examples of excused tardies.
 - personal illness;
 - death in the immediate family;
 - medical appointment as verified in writing by the physician or his/her designee;
 - miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority;
 - 5) court summons;
 - religious holiday; and
 - tardy that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom and is permitted only if a comparable opportunity will not be available at a time other than during school hours. The principal shall determine if the amount of time missed is of reasonable length. This tardy must be approved beforehand.

Tardy Consequences	
1-3 Tardies	Verbal Warning
4-6 Tardies	Parent Contacted
7-9 Tardies	Child & Family Team Meeting
9 or more Tardies	Students will be assigned academic sessions to make up work missed due to tardiness for each tardy thereafter

The Tardy Policy will start over at the beginning of each 9-week grading period.

EARLY DISMISSAL OF STUDENTS

All students are expected to remain in school from 8:30 A.M. to 3:25 P.M. unless an emergency arises. Regular doctor or dental appointments are encouraged to be scheduled outside of school hours, on teacher workdays, holidays, or other non-school days whenever possible.

Early checkout procedure

- The student must bring a note to the office signed by the parent or guardian stating the date, reason, and time the parent will pick up the student. A telephone number must be included for verification.
- The parent or guardian must come to the sidewalk window with a valid ID, sign the student out, and verify his or her pickup.
- The student will not be released to anyone other than the parent or guardian without official confirmation from the parent. This confirmation includes a signed note with a copy of government-issued identification. Parents may list on the verification of address form the people who can sign students out. A parent's phone call will not suffice as confirmation.
- The student will remain in class until the parent arrives for pickup to protect instructional time.