

Revised Attendance Policy:

Attendance in school and participation in class are critical for academic success and achievement. When students attend school regularly, students establish excellent characteristics that are necessary for academic, professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Attendance must be taken each day of the school year for on-site and remote instruction days.

A. Attendance Status

1) On-site Instruction Days

To be counted present during on-site instruction days a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the school director. Student must be in his or her designated class at the beginning of the day. A student shall be in his/her classroom at the beginning of the school day and the beginning of each class or be recorded as tardy.

2) Remote Instruction Days

To be counted present during remote instruction days, **either of the following two statements must be true:**

- a. student completes their daily assignments, **either** online or offline; **and/or** a student is present in synchronous (live, real-time) instruction.
- b. student has a daily check-in or a two-way communication in a manner acceptable to the school with the appropriate teacher(s) as follows:
 - In grades K-5, the teacher.
 - In all other grade levels, each course teacher as listed on a student's schedule.

A student's failure to log into a particular online program or lesson on a given remote instruction day shall not be grounds to mark the student absent for the day so long as the student meets one of the other attendance

requirements described above. A teacher may subsequently change a student's attendance status from absent to present based on evidence of student engagement submitted on a later date.

B. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Detailed laws, regulations and policies concerning compulsory school attendance are found in the North Carolina Department of Public Instruction School Attendance and Student Accounting Manual.

C. 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 or attendance office within two days of the student's return after an absence. Absences due to extended illnesses may also require a statement from a physician. Failure to submit a written excuse will result in the absence being coded unexcused.

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; (including, but not necessarily limited to parents, siblings, and grandparents);
4. medical or dental appointment of the student;
5. participation as a party or under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s); a minimum of two days each academic year
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the school director;
8. pregnancy and related conditions or parenting, when medically necessary;
or

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 or parent is responsible for finding out what assignments are due and completing them within the specified time period.

D. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. The school director shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [G.S. 115C-47\(34a\)](#);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the school director; and
6. In-house disciplinary issues.

Assignments missed for these reasons are eligible for makeup by the student. 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.

E. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The School Director shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences.

After three (3) unexcused absences in the school year, the school director or his/her designee shall notify the parent, guardian, or custodian that these absences are unlawful.

The school director shall send a written notice by mail to the parent, guardian, or custodian when a child has six (6) unexcused absences.

After ten (10) accumulated unexcused absences in a school year, the school director shall review any report or investigation prepared by the school guidance counselor, parent liaison or student services persons in accordance with [G.S. 115C-381](#).

Excused and unexcused absences above 20 are excessive. Students who exceed 20 absences during the year will be referred to the student support committee.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics

F. Excessive Absences

Students with excessive absences will result in failing grades, if the student does not make-up the work. Teachers offer opportunities for students to complete make-up work. Teachers offer office hours. Excessive absences can result in the student missing important instruction. For everyday a student is absent, a student will receive a Zero for participation. Students are required to complete make-up work.