

Policy Code: 4000 ATTENDANCE

Attendance in school is central to educational achievement and school success. All children between the ages of seven (7) and sixteen (16) are required by state law to attend school regularly. Parents must ensure that students attend and remain in school daily.

A. The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the compulsory attendance law. The teacher must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.

B. To be counted present **for on-site learning** a student must be in attendance at least one-half of the student school day. A school day is considered half over at 11:30 a.m.

1. Students who arrive at school after the school day begins are to report to the principal's office. A tardy pass indicating excused or unexcused, based upon the reason for the tardiness, will be issued. Unexcused tardies will be dealt with in the manner designated by each individual school.

C. **A student is counted present for remote instruction:**

1. **If a student completes their assignments for each remote instruction day, either online or offline; and/or**
2. **If a student has a daily check-in, a two-way communication, with the appropriate teacher(s):**
 - **In grade K-5, homeroom teacher**
 - **All other grade levels, each course teacher as scheduled**

D. 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 principal or his designee:

1. When the absence results from illness or injury which prevents the student from being physically able to attend school. Certification of an illness from a physician may be required to substantiate an illness.

2. When isolation or quarantine of the student is ordered by the local health officer or by the State Board of Health.
3. When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents, and siblings.
4. When the absence results from a medical or dental appointment of a student. A written excuse should be presented with a doctor's signature or stamp.
5. When the student is a party to or under subpoena as a witness in the proceedings of a court or administrative tribunal.
6. When the student or the student's parent/guardian or custodian adheres to a religion whose tenets require, or suggest the observance of a religious event. The parent/guardian or custodian must seek prior approval of the principal for such absences and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student. Written evidence from church authorities may also be required for absences due to religious observance.
7. When the student obtains the principal's prior approval of a valid educational opportunity, such as travel. Approval for such an absence must be gained prior to the absence.
8. Additional excused absences may be granted for a student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.

E. UNEXCUSED ABSENCES

All absences for reasons other than those identified under the section entitled "Excused Absences" will be deemed unexcused. An absence also will be deemed unexcused unless the student's parent/guardian or custodian provides written documentation of the reason(s) for the absence within three school days of the student's return to school. A student who is suspended for misconduct will not be considered absent without excuse for the purposes of this policy, although such

absences will be considered unexcused for the purpose of makeup work and co-curricular activity eligibility. However, students suspended for ten days or less will be provided an opportunity to receive missed assignments and complete missed exams as provided in Policy 4220.

F. MAKE-UP WORK

Students are entitled to make up work from an excused absence without receiving penalties to their marks or grades. High school and middle school students are responsible for securing and arranging make-up work from their teachers. In case of elementary students, the teacher will assign make up work where appropriate in the teacher's discretion. Make up work shall be assigned by the principal, upon consultation with teachers, and may be specific material missed by the student, or may be reinforcement or enrichment assignments. Principals may set reasonable deadlines for completion of makeup work.

G. EXTRACURRICULAR ACTIVITIES

A student must be counted present at school in order to participate in any extracurricular, social, or athletic event held on that day.

H. EXCESSIVE ABSENCES

Excessive absences will have serious academic consequences and may result in class or grade-level failure. Students in grades K-8 who are absent from school for twenty-one (21) or more days during the school year may be considered for retention in that grade by the principal. Students in grades 9-12 who are absent 11 or more days during a term may be denied credit toward graduation in that course by the principal.

Decisions of the principal with regard to attendance, grade retention and/or denial of credit made pursuant to this policy may be appealed in accordance with the Student and Parent Grievances Policy.

I. NOTIFICATION OF EXCESSIVE UNEXCUSED ABSENCES

1. The principal shall be notified when a student has accumulated three unexcused absences during a school year/term.
2. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that the unexcused absences have occurred.

3. After not more than six unexcused absences during a school year/term, the parent shall be notified by the principal that he/she may be violating the Compulsory Attendance Law and the consequences of the violation. This notification shall be made by mail.
4. After the parent, guardian, or custodian has been notified of possible violation of the Compulsory Attendance Law, school personnel (i.e., principal, assistant principal, counselor or social worker, when applicable) shall meet with the parent, guardian or custodian and child to determine the reason for the absences. The principal should consider referral to the school intervention team or alternatives to the student's educational program. A written report of this investigation shall be given to the principal.
5. When the student has accumulated ten (10) consecutive unexcused absences, the teacher shall notify the principal and drop the student from membership, but not from enrollment.
6. After being notified of the 10th unexcused absence, the principal shall review the results of the investigation and meet with the student and parent, guardian, or custodian to determine if a "good faith" effort has been made to comply with the law.
7. If it is found that the parent, guardian or custodian has not made an effort to encourage school attendance, the district attorney shall be notified.
8. If it is determined that the parent, guardian or custodian has made an effort to comply with the law, a complaint may be filed against the child with the juvenile court intake counselor.
9. The teacher of the child should be informed of any action taken relating to the student's membership and enrollment.

J. PERFECT ATTENDANCE

Perfect Attendance Certificates shall be issued to students who attend school for 180 days. The following requirements shall be considered:

1. If a student is in school 1/2 of the school day or more for 180 days, he/she is entitled to a certificate.

2. If a student comes to school and leaves before 11:30 a.m., he/she shall not receive a certificate.

3. If a student comes to school and leaves before 11:30 a.m., but returns the same day, (assuming he/she is present at least 1/2 of the school day), he/she is entitled to a certificate.

LEGAL REF: [G.S. ch. 7B](#), [115C-36](#), [115C-307\(f\)](#), [115C-378 to 115C-381](#), [115C-391](#); [115C-4-7.5](#); [16 N.C.A.C. § 6E.0100 to 6E.0104](#), State Board of Education Policies [ATND-000](#), [ATND-003](#), [NCAC-6E.0104](#)

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Edenton-Chowan Schools