

## ATTENDANCE

The N.C. Compulsory Attendance Law requires all children between the ages of 7-16 to attend school. Parents who enroll their child in Kindergarten at age five must also adhere to the N.C. Attendance Law. Children are expected to be in attendance for the entire instructional school day except in cases of emergency or for excused reasons as explained in the following Excused Absence code.

### EXCUSED ABSENCES

1. Personal illness or injury - The school may require a doctor's note if it is deemed advisable or if absences are excessive.
2. Quarantine – The absence is limited to the time fixed by the health official.
3. Death in the immediate family – the absence is usually limited to three days unless the parent or guardian contacts the school for an extension.
4. Medical and dental appointments – when possible, medical and dental appointments should be made outside of school hours.
5. Court proceedings.
6. Religious observations.
7. Educational opportunities.

\* \* Place these requests in writing to the principal PRIOR to the absence to be coded as excused. Absences due to family vacation trips will be coded unexcused, unless approved by the principal.

### STEPS TO FOLLOW WHEN ABSENT

1. The parent or guardian should write an excuse giving the student's name, date, days of absence, reason for absence, and parent or guardian signature.
2. The student should present a written excuse to the teacher the day he/she returns to school.
3. The student should ask the teacher for any make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for seeing that make-up work is completed.) If the student is absent and the reason is identified in the code as excused, the absence will be recorded as excused (lawful). **If the reason is not identified in the code as excused, the absence will be recorded as unexcused (unlawful). If a student fails to bring a written excuse, the absence is automatically recorded as unexcused (unlawful).**

### RETURNING TO SCHOOL AFTER AN ILLNESS

In the school environment many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness and symptoms as well as prompt diagnosis and treatment. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they are receiving during that time. Please do not send an ill child to school. The Public Health Department requires that you keep your child home if any of the symptoms are present:

- Fever: 100.4 degrees Fahrenheit or higher. The student may return to school when his/her temperature has been 100.4 or less for at least 24 hours.

- Vomiting: The student may return to school when he/she has not vomited for a period of 24 hours unless determined by a doctor to be from a non-communicable condition.
- Diarrhea: Three or more watery or loose stools in a 24-hour period is considered diarrhea. The student may return to school when resolved for 24 hours without the use of medication.
- Eye Discharge: Thick mucus draining from eyes (commonly known as Pink Eye). The student may return after receiving treatment from a doctor.

### **TARDIES**

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any work missed and may be asked to make up the time missed. Any student arriving to the classroom after 7:55 a.m. is tardy and must report to the office for an admission slip. When a parent or guardian brings a student to school after 7:55 a.m., the parent must sign the student in at the office. After the fifth tardy, the teacher will refer the student to the attendance office for parent notification. All tardies are unexcused except those reasons listed under the attendance code policy. Five unexcused tardies equals one unexcused absence.

### **EXCESSIVE ABSENCES**

Excessive absences will be reported to the school Social Worker who is required to investigate the student's absences and to report any noncompliance of the N.C. Compulsory Attendance Law to the school office and legal authorities. If a student misses more than half of the student instructional day, he/she will be counted absent for the whole day. A student must be in attendance for 3 hours, 15 minutes.

### **EDUCATIONAL OPPORTUNITIES**

AR 5110 Attendance and Make up Work regarding Educational Trips: Educational opportunity. A student may be granted an excused absence to take advantage of a valid educational opportunity such as travel, an internship or a legislative page. To be approved, the student or the student's parent must submit a written statement (Educational Leave Form) explaining how the experience will enhance the student's knowledge or understanding of one or more subjects contained in the North Carolina Standard Course of Study. In addition, the student must agree to write a paper or produce some other work product that evidences the knowledge he/she has gained from the educational experience. Educational Leave Forms are located on our school website or may be requested from your child's teacher. There is a limit of five days during the school year. Requests must be made at least TWO WEEKS prior to the trip.

The educational leave form is located on the front page of our website under quick links.