

ATTENDANCE

In accordance with G.S. 115C-378, every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or custodian in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.

LAWFUL ABSENCES When a student must miss school, a written note of explanation for the absence signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawful for the following reasons:

1. **Illness or Injury** which 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. **Court or Administrative Proceedings** under subpoena
6. **Religious Observances** required by faith of student or a student's parents.
7. **Educational Opportunity**, such as travel, with prior approval by the principal. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school.
8. **Absence related to Deployment Activities** - 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.
9. **Other** unavoidable and excusable reasons as determined by the Head of School or his/her designee.

PARENT RESPONSIBILITIES for EXCUSED/LAWFUL Absences:

1. Assure that your child is in his/her classroom no later than 8:30am.
2. Students arriving after 8:30 must be signed in by their parent/guardian and will be marked tardy.
3. Provide written explanation of absence the day the student returns.

ATTENDANCE RECORDS School officials will keep an accurate record of attendance. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

NOTIFICATION OF UNEXCUSED/UNLAWFUL ABSENCES. The following procedures shall apply in notifying parents after the respective number of unexcused absences:

1. Three Unexcused Days: Notify parents of the concerns
2. Six Unexcused Days: Notify parents, by US mail, of a potential violation of compulsory attendance requirements and of the duty to report them to government officials if the absences cannot be reasonably explained or if they continue.
3. Ten Unexcused Days: The Head of School or the Head of School's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to discuss the reasons for the absences, the corrective efforts being made, and possible future action.