

## Policy Code: 4400 Attendance – Thomasville City Schools

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to 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.

The principal must assure adherence to attendance policies and regulations and notify parents of their responsibility under the Compulsory Attendance Law ([G.S. 115C-378](#)). Teachers must monitor and report student absences on a daily and class period basis and follow all rules and regulations concerning attendance.

The Ten Day Rule states that when a student accumulates more than ten consecutive days of unlawful absences, he/she is to be withdrawn from funded membership as of the first day following his/her last attendance. The absence of a student which results from the suspension or expulsion of that student for misconduct may not be used for compulsory attendance violation action. Absence caused by out of school suspensions are not a factor in the administration of the Ten Day Rule.

### A. 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.

### B. ATTENDANCE COMMUNICATION

Attendance concerns will be communicated in the following ways:

#### 1. Local requirements for 10% Notification

As of day 20 of each school year (or each high school semester), and every 10 days following, schools will review, report, and communicate with students and parents regarding any and all absences of 10% or more days. For example, on day 20 a student who has missed 2 or more days (whether excused or unexcused) will receive communication via a letter and automated call noting the 10% absence concern.

For K-8: This will be 10% of days absent based on daily attendance

For 9-12: This will be 10% of days absent based on daily and period attendance

#### 2. 3, 6, and 10 State Letters

When a student has missed 3, 6 or 10 days (unlawful) the state required notification will be mailed. School officials and/or designees in charge of attendance will check these reports and

generate and mail this documentation each day for students reaching the 3, 6, and 10 day absence (unlawful) milestones

3. 3, 6, and 10 day phone calls and emails

- a. At 3 days absent (and for high school, 3 class periods absent) – teachers will call and email to notify parents of the absence. The call will be logged and the email will be saved for documentation purpose. Principals will require and check attendance logs regularly.
- b. At 6 days absent (and for high school, 6 periods absent) – school counselors will contact parents by phone and email. An attendance improvement plan will be created and put into place. The district truancy officer will also be provided with names of students reaching this attendance milestone. Waiver forms and processes will be provided at this time as appropriate (lawful absences only).
- c. At 10 days absent (and for high school, 10 periods absent) – principals will hold mandatory face to face meetings with parents and students along with relevant stakeholders (school counselor, truancy officer, teacher, etc.). If appropriate, waiver forms and processes will be provided (lawful absences only). The ability to be promoted (K-8) and/or the ability to receive credit for the course (9-12) part of this required meeting.

#### AC. LAWFUL ABSENCES

The following are ~~excusable~~ lawful (excused) absences permitted by the North Carolina State Board of Education attendance rules:

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;
4. medical or dental appointment;
5. participation 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) that was previously communicated to the principal;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

## ~~B-D~~. UNLAWFUL ABSENCES

Unlawful (unexcused) absences are defined as the student's willful absences from school without the knowledge of the parents or guardians, or the student's absences from school without justifiable causes with the knowledge of parents or guardians. All absences not classified above as lawful (**excused**) are deemed unlawful (**unexcused**). An absence also will be deemed unlawful unless the student's parent, guardian, or custodian provides written documentation of the reason(s) for the absence to the principal or designee within three school days of the student's return to school.

## ~~G~~ E. HOMEBOUND PLACEMENTS

Homebound placements are based on medical or exceptional circumstances and students are credited as in attendance when pre-approved by the appropriate official in the Thomasville City Schools.

## ~~D~~ F. MAKE-UP WORK

Whether absences are lawful, unlawful or due to suspension, the student will be permitted to make up his or her work. Students are responsible for all work missed when absent from school. Immediately upon returning to school, students must make arrangements with their teacher(s) to make up all work (assignments, tests, projects, etc.) missed while absent. **Work must be made up during the grading period in which it was assigned.**

## ~~E~~ G. ABSENCE DOCUMENTATION REQUIREMENT

All absences require a written note from the parent or guardian explaining the absence(s). The student should deliver the note to school authorities (teacher, attendance office official, etc.) as soon as possible upon his or her return to school. Failure to submit such notes within three school days after returning to school will result in an unlawful absence being recorded.

Parents and guardians are requested to contact school officials as soon as possible when unanticipated absences occur. All anticipated periods of absence should be reported to school officials prior to the period of absence. Such absences should receive prior approval by school officials. Prior approval is required for any student departing from campus once he or she has arrived; this approval is required throughout the school day. Students must follow a sign-in / sign-out procedure as established by the school.

For absences of more than 3 consecutive days for illness or for absences of 6 or more total days for illness (chronic illness), documentation from medical personnel will be required in order to excuse the absence.

## H. TARDIES

When a student has no lawful excuse for not being in the required, scheduled location at the appropriate time as determined by school start times and bell schedules, a student is considered tardy (unlawful/unexcused). A student is allowed four (4) unlawful/unexcused tardies each semester before consequences are incurred. On the fifth tardy and each tardy thereafter, a student will receive consequences from the school.

10 or more tardies in a semester will lead to referral to the truancy officer and mandatory meeting with relevant stakeholders (principal, school counselor, teacher, parent/guardian, student, etc.) to create an attendance improvement plan

## F I. ATTENDANCE AWARDS AND INCENTIVES

A student qualifies for an Attendance Award by being in attendance each day that school is in session during an entire grading period and school year (for high school students, this would include each day as well as each period). **Students who obtain 5 or more tardies are not eligible for attendance awards.** The administration at each school will determine the method of recognition for attendance awards.

## G J. DEFINITION OF BEING "IN ATTENDANCE"

To be considered "in attendance," a student must be present in the school for at least one-half of the school day.

**For high school students, this also includes being in attendance for two-thirds of the class period (that would be 60 minutes of a 90-minute block) to be counted "in attendance" for that class period**

Students may, with the approval of school principal or designees, attend an authorized school activity and be considered "in attendance." Such activities include, but may not be limited to, job shadowing and other work based learning activities, field trips, athletic contests or other competitions, student conventions, music festivals, concerts or similar activities approved by the school.

## H-K. UNLAWFUL ABSENCE DISCIPLINARY ACTIONS

Unlawful absences will result in conferences with parents or guardians. Unlawful absence and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if the student is under 16 years of age. [G.S. 115C-378](#) requires attendance until age 16.

#### ~~I. ELEMENTARY SCHOOL ATTENDANCE REQUIREMENTS AND EXCESSIVE ABSENCES~~

The goal of Thomasville City Schools is to have at least 95% attendance. Schools seek to have partnerships with parents to improve attendance and ask that parents commit to this goal.

~~Teachers in K-5 schools shall work with students to give extra help in making up work missed due to absences. Intervention methods will be utilized after excessive absences. These include but are not limited to:~~

- ~~1. calls to parents after each absence;~~
- ~~2. teacher-parent conferences;~~
- ~~3. parent meetings with the principal;~~
- ~~4. home visits from the school system representative;~~
- ~~5. referral to Student Support Team;~~
- ~~6. letters to the parents after three, six and ten days of unlawful absences;~~
- ~~7. contact by the school system representative worker after five unlawful absences; and~~
- ~~8. consideration of the excessive absences as a factor in retention decisions.~~

~~Teachers shall record the number of absences on interim reports and quarterly reports.~~

~~When students accumulate unlawful absences, parents of students under the age of 16 will receive a notification under the North Carolina Compulsory Attendance Law, which states that they are in violation of the law. Unlawful absences and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if a student is under 16 years of age.~~

#### ~~J. MIDDLE SCHOOL ATTENDANCE REQUIREMENTS~~

~~Students are limited to 6 absences per semester or 12 absences per school year. Any absences beyond 6 and 12 would require make-up time. When an absence qualifies for make-up time, it must be made up immediately following that absence. If the absence occurs at the end of the first, second or third marking periods, the absence must be made up within 10 days. During the last marking period, all absences must be made up within that marking period. Four hours of make-up time will constitute one day of absence. Students will have two days per~~

~~each day's absence to make up assignments, with exceptions considered by each school's principal.~~

~~The middle school will design its own extra help program for making up time; programs may include opportunities for making up time before school, after school, and on weekends or teacher workdays.~~

~~Parents will receive notification of all absences at 3 days, 6 days and 10 days. Excessive absences will be a factor in consideration for retention.~~

#### ~~K. HIGH SCHOOL ATTENDANCE REQUIREMENTS~~

~~Students are limited to 6 absences per semester. Any absences beyond 6 would require make-up time. Records are kept on each student's attendance for the duration of each course. Each student's attendance record, for the purpose of the procedure is assessed during the length of the course. School attendance has been identified as a critical component to academic success. Thomasville High School requires 135 hours for attendance.~~

~~The high school will design its own extra help program for making up time; programs may include opportunities for making up time before school, after school, and on weekends or teacher workdays.~~

~~Parents will receive notification of unlawful absences after 3 days, 6 days and 10 days. Excessive absences will be a factor in consideration for retention or course credit awarded.~~

1. Elementary School and Middle School: Students in grades K-8 who are absent from school more than 10% of days (for example: 18 days in a 180-day calendar) for any reason may potentially receive no credit for the year of study and may be retained in the same grade for the succeeding year, except by a determination of the principal upon review of the student's record and waiver requests. Absences cannot be a sole reason for retention.

2. High School: If a student is absent from school for nine or more days (10% or more) in a semester course, the student may lose the opportunity to receive credit for the course. He or she may receive a grade of FF along with the comment "grade due to excessive absences" unless his or her average is lower, in which case the actual grade earned will be assigned.

At the high school level cumulative absences above six (6) in a block/semester course (ten (12) in a full-year course) are excessive. These will serve as a trigger to the school to begin intervention.

After three (3) days of accumulated absences in one or more block courses, (six (6) in a full-year course) there will be school determined, expectation-based intervention to help the student improve his/her attendance. The intervention will involve parents.

After six (6) days of accumulated absences in a block course (twelve (12) in a full-year course) and failure to meet previously-determined expectations, the student will be

subject to the following possible actions if absences exceed 10% of days (9 days/periods in a semester course, 18 days/periods in a year-long course):

1. the student may not receive a passing grade for the semester (FF – no credit awarded);
2. the student may receive the grade otherwise earned; or
3. the student may be given additional time to complete the missed work before a determination of the appropriate grade is made.

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

The waiver process established by the district will be followed.

Absences cannot be the sole factor determining the denial of credit for the course.

At any level, Promotion decisions affecting a child in the Exceptional Children's program will include recommendations of the IEP Team.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

#### F.M. EXCESSIVE TARDIES AND EARLY SIGNOUTS

Principals will communicate with students and their parents when tardies or early sign-outs become excessive. All elementary schools and the middle schools shall allow four tardies and/or early sign-outs each semester before denying a Perfect Attendance Award. Parents must realize that class time missed due to tardies and early sign-outs shall be considered as a factor in decisions regarding promotion and retention.

#### L. WAIVERS

Each school's principal will designate a waiver committee be responsible for waivers in order to address the needs of students whose academic standings are in question because of attendance. The principal shall not be part of this committee. Students absent from school more than ~~6 days per semester or 12 days per year~~ 10% of days (9 per semester or 18 per year) must make up all missed schoolwork in order to receive credit toward promotion/graduation. Students whose academic standing is adversely affected by this standard have the right to request an appeal through a waiver. The appeal must be submitted to the ~~waiver committee~~ principal in writing along with any appropriate or required documentation. ~~Waiver committee~~ Principal decisions may be appealed to the ~~principal~~ superintendent. Waivers of absences may be granted by the principal only when extenuating circumstances

exist. Students with lawful absences due to documented chronic health problems are exempt from this policy. **Waivers may only be granted for excused/lawful absences.**

Legal References: [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 through -383](#), [-390.2\(d\)](#), [-390.5](#), [-407.5](#); [16 N.C.A.C. 6E .0102](#), [.0103](#); State Board of Education Policies [TCS-L-000 through -003](#)

Cross References: Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#))

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**Thomasville City Schools**

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