

1 The Transylvania County Board of Education (the “board”) believes that attendance in school
2 and participation in class are integral parts of academic achievement and the teaching-learning
3 process. Through regular attendance, students develop patterns of behavior essential to
4 professional and personal success in life. Regular attendance by every student is mandatory.
5 The State of North Carolina requires that every child in the State between the ages of 7 (or
6 younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for
7 ensuring that students attend and remain at school daily.

8
9 **A. ATTENDANCE RECORDS**

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11 School officials shall keep accurate records of attendance, including accurate attendance
12 records in each class. Attendance records will be used to enforce the Compulsory
13 Attendance Law of North Carolina.

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15 **B. EXCUSED ABSENCES**

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17 When a student must miss school, a written excuse signed by a parent or guardian must
18 be presented to the student’s teacher on the day the student returns after an absence.
19 Absences due to extended illnesses may also require a statement from a physician. An
20 absence may be excused for any of the following reasons:

- 21
22 1. personal illness or injury that makes the student physically unable to attend
23 school;
- 24
25 2. isolation ordered by the State Board of Health;
- 26
27 3. death in the immediate family;
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29 4. medical or dental appointment;
- 30
31 5. participation under subpoena as a witness in a court proceeding;
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33 6. a minimum of two days each academic year for observance of an event required
34 or suggested by the religion of the student or the student’s parent(s) or legal
35 guardian;
- 36
37 7. participation in a valid educational opportunity, such as travel or service as a
38 legislative or Governor’s page, with prior approval from the principal;
- 39
40 8. pregnancy and related conditions or parenting, when medically necessary; or
- 41
42 9. a minimum of two days each academic year for visitation with the student’s
43 parent or legal guardian if the student is not identified as at risk of academic
44 failure because of unexcused absences and the student’s, ~~at the discretion of the~~

45 ~~superintendent or designee, if the~~ parent or legal guardian (a) is an active duty
46 member of the uniformed services as defined by policy 4050, Children of Military
47 Families, and (b) has been called to duty for, is on leave from, or has immediately
48 returned from deployment to a combat zone or combat support posting.
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50 In the case of excused absences, short-term out-of-school suspensions, and absences
51 under G.S. 130A-440 (for failure to submit a school health assessment form within 30
52 days of entering school) the student will be permitted to make up his or her work. (See
53 also policies 4110, Immunization and Health Requirements for School Admission, and
54 4351, Short-Term Suspension.) The teacher will determine when work is to be made up.
55 The student is responsible for finding out what assignments are due and completing them
56 within the specified time period.
57

58 C. SCHOOL-RELATED ACTIVITIES

59 All classroom activities are important and difficult, if not impossible, to replace if missed.
60 Principals shall ensure that classes missed by students due to school-related activities are
61 kept to an absolute minimum. The following school-related activities will not be counted
62 as absences from either class or school:
63

- 64 1. field trips sponsored by the school;
- 65 2. job shadows and other work-based learning opportunities, as described in G.S.
66 115C-47(34a);
- 67 3. school-initiated and -scheduled activities;
- 68 4. athletic events that require early dismissal from school;
- 69 5. Career and Technical Education student organization activities approved in
70 advance by the principal; and
- 71 6. in-school suspensions.

72 Assignments missed for these reasons are eligible for makeup by the student. The
73 teacher will determine when work is to be made up. The student is responsible for
74 finding out what assignments are due and completing them within the specified time
75 period.
76

77 D. EXCESSIVE ABSENCES

78 Class attendance and participation are critical elements of the educational process and
79 may be taken into account in assessing academic achievement. Students are expected to
80 be at school on time and to be present at the scheduled starting time for each class.
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89 Students who are excessively tardy to school or class may be suspended for up to two
90 days for such offenses.

91
92 The principal shall notify parents and take all other steps required by G.S. 115C-378 for
93 excessive absences. Students may be suspended for up to two days for truancy.

94
95 If a student is absent from school for five or more days in a semester, the principal or a
96 committee established by the principal shall consider whether the student's grades should
97 be reduced because of the absences. The principal or committee shall review other
98 measures of academic achievement, the circumstances of the absences, the number of
99 absences, and the extent to which the student completed missed work. A committee may
100 recommend to the principal and the principal may make any of the following
101 determinations:

- 102
- 103 1. the student will not receive a passing grade for the semester;
 - 104 2. the student's grade will be reduced;
 - 105 3. the student will receive the grade otherwise earned; or
 - 106 4. the student will be given additional time to complete the missed work before a
107 determination of the appropriate grade is made.
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112 Students with excused absences due to documented chronic health problems are exempt
113 from this policy. In addition, for students experiencing homelessness (see board policy
114 4125, Homeless Students), school officials must consider issues related to the student's
115 homelessness, such as a change of caregivers or nighttime residence, before taking
116 disciplinary action or imposing other barriers to school attendance based on excessive
117 absences or tardies.

118
119 Excessive absences may impact eligibility for participation in interscholastic athletics.
120 See policy 3620, Extracurricular Activities and Student Organizations.

121
122 Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S.
123 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16
124 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC-
125 0076E.0104

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127 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education
128 for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050),
129 Immunization and Health Requirements for School Admission (policy 4110), Homeless Students
130 (policy 4125), Short-Term Suspension (policy 4351)

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132 Adopted: February 19, 2018

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134 Revised: July 16, 2018; [DATE]

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