

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

9 **Temporary Rule for Attendance on Remote Instruction Days**

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11 **To be counted present during remote instruction days, students must either: (1) complete their**
12 **daily assignments, either online or offline; or (2) have a daily check-in through two-way**
13 **communication with (a) the homeroom teacher for grades K-5 or (b) the course teacher for all**
14 **other grade levels. This temporary rule will remain in effect until repealed by the board or until**
15 **the applicable guidance from the North Carolina Department of Public Instruction is rescinded,**
16 **whichever occurs first.**

18 **A. ATTENDANCE RECORDS**

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

24 **B. EXCUSED ABSENCES**

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

- 31 1. personal illness or injury that makes the student physically unable to attend
32 school;
- 34 2. isolation ordered by the State Board of Health;
- 36 3. death in the immediate family;
- 38 4. medical or dental appointment;
- 40 5. participation under subpoena as a witness in a court proceeding;
- 42 6. a minimum of two days each academic year for observance of an event required
43 or suggested by the religion of the student or the student’s parent or legal
44 guardian;

- 45
46 7. participation in a valid educational opportunity, such as travel or service as a
47 legislative or Governor's page, with prior approval from the principal;
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49 8. pregnancy and related conditions or parenting, when medically necessary; or
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51 9. a minimum of two days each academic year for visitation with the student's
52 parent or legal guardian if the student is not identified as at risk of academic
53 failure because of unexcused absences and the student's parent or legal guardian
54 (a) is an active duty member of the uniformed services as defined by policy 4050,
55 Children of Military Families, and (b) has been called to duty for, is on leave
56 from, or has immediately returned from deployment to a combat zone or combat
57 support posting.
58

59 In the case of excused absences, short-term out-of-school suspensions, and absences
60 under G.S. 130A-440 (for failure to submit a school health assessment form within 30
61 days of entering school) the student will be permitted to make up his or her work. (See
62 also policies 4110, Immunization and Health Requirements for School Admission, and
63 4351, Short-Term Suspension.) The teacher will determine when work is to be made up.
64 The student is responsible for finding out what assignments are due and completing them
65 within the specified time period.
66

67 C. SCHOOL-RELATED ACTIVITIES

68
69 All classroom activities are important and difficult, if not impossible, to replace if missed.
70 Principals shall ensure that classes missed by students due to school-related activities are
71 kept to an absolute minimum. The following school-related activities will not be counted
72 as absences from either class or school:
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- 74 1. field trips sponsored by the school;
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76 2. job shadows and other work-based learning opportunities, as described in G.S.
77 115C-47(34a);
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79 3. school-initiated and -scheduled activities;
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81 4. athletic events that require early dismissal from school;
82
83 5. Career and Technical Education student organization activities approved in
84 advance by the principal; and
85
86 6. in-school suspensions.
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88 Assignments missed for these reasons are eligible for makeup by the student. The
89 teacher will determine when work is to be made up. The student is responsible for
90 finding out what assignments are due and completing them within the specified time
91 period.

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93 **D. EXCESSIVE ABSENCES**

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

100

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

103

104 If a student is absent from school for five or more days in a semester, the principal or a
105 committee established by the principal shall consider whether the student's grades should
106 be reduced because of the absences. The principal or committee shall review other
107 measures of academic achievement, the circumstances of the absences, the number of
108 absences, and the extent to which the student completed missed work. A committee may
109 recommend to the principal and the principal may make any of the following
110 determinations:

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112 1. the student will not receive a passing grade for the semester;

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114 2. the student's grade will be reduced;

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116 3. the student will receive the grade otherwise earned; or

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118 4. the student will be given additional time to complete the missed work before a
119 determination of the appropriate grade is made.

120

121 Students with excused absences due to documented chronic health problems are exempt
122 from this policy. In addition, for students experiencing homelessness (see board policy
123 4125, Homeless Students), school officials must consider issues related to the student's
124 homelessness, such as a change of caregivers or nighttime residence, before taking
125 disciplinary action or imposing other barriers to school attendance based on excessive
126 absences or tardies.

127

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

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131 Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S.
132 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16
133 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC-007

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

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140 Adopted: February 19, 2018

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142 Revised: July 16, 2018; December 16, 2019; [DATE]

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