

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

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8 Parents and legal guardians are responsible for ensuring that students attend and remain at school  
9 daily. **School administrators shall communicate attendance expectations to parents and  
10 guardians and work with students and their families to overcome barriers to attendance.**

### 11 12 **Temporary Rule for Attendance on Remote Instruction Days**

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 This temporary rule will remain in effect until repealed by the board or until  
18 the applicable guidance from the North Carolina Department of Public Instruction is rescinded,  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

#### 20 21 **A. ATTENDANCE RECORDS**

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23 School officials shall keep accurate records of attendance, including accurate attendance  
24 records in each class. **Students will be considered in attendance if present at least half of  
25 the instructional day on-site in the school or at a place other than the school attending an  
26 authorized school-related activity. To be in attendance during remote instruction days,  
27 students must: (1) complete their daily assignments, either online or offline; and/or (2)  
28 have a daily check-in through two-way communication with (a) the homeroom teacher  
29 for grades K-5 or (b) for all other grade levels, each course teacher as scheduled.**

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31 ~~Attendance records will be used to enforce the Compulsory Attendance Law of North  
32 Carolina.~~

#### 33 34 **B. LATE ARRIVALS AND EARLY DEPARTURES**

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36 **Students are expected to be at school on time and to remain at school until dismissed.  
37 During the school day, students are expected to be present at the scheduled starting time  
38 for each class and to remain until the class ends.**

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40 **When a student must be late to school or leave school early, a written excuse signed by a  
41 parent or guardian should be presented upon the student’s arrival at school. Tardies or  
42 early departures may be excused for any of the reasons listed below in Section C.**  
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44 Any disciplinary consequences for unexcused tardiness or unexcused early departures  
45 from school or class will be consistent with Section D of policy 4300, Student Behavior  
46 Policies. The superintendent or designee shall list in the Code of Student Conduct the  
47 specific range of consequences that may be imposed on a student for such offenses.  
48 Consequences may not exceed a short-term suspension of two days.  
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50 **C. EXCUSED ABSENCES**

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52 When a student must miss school, a written excuse signed by a parent or guardian must  
53 be presented to the student's teacher on the day the student returns after an absence.  
54 Absences due to extended illnesses may also require a statement from a ~~physician~~ **health**  
55 **care practitioner**. An absence may be excused for any of the following reasons:  
56

- 57 1. personal illness or injury that makes the student physically unable to attend  
58 school;
- 59  
60 2. isolation ordered by **the local health officer** or the State Board of Health;
- 61  
62 3. death in the immediate family;
- 63  
64 4. medical or dental appointment;
- 65  
66 5. **attendance at the proceedings of a court or administrative tribunal if the student is**  
67 **party to the action or participation**—under subpoena as a witness ~~in a court~~  
68 ~~proceeding~~;
- 69  
70 6. a minimum of two days each academic year for observance of an event required  
71 or suggested by the religion of the student or the student's parent or legal  
72 guardian;
- 73  
74 7. participation in a valid educational opportunity, such as travel or service as a  
75 legislative or Governor's page, with prior approval from the principal;
- 76  
77 8. pregnancy and related conditions or parenting, when medically necessary; or  
78  
79 9. a minimum of two days each academic year for visitation with the student's  
80 parent or legal guardian if the student is not identified as at risk of academic  
81 failure because of unexcused absences and the student's parent or legal guardian  
82 (a) is an active duty member of the uniformed services as defined by policy 4050,  
83 Children of Military Families, and (b) has been called to duty for, is on leave  
84 from, or has immediately returned from deployment to a combat zone or combat  
85 support posting.  
86

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

#### D. SCHOOL-RELATED ACTIVITIES

~~While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:~~

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

~~In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.~~

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

#### E. MAKEUP WORK

~~In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission,~~

and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

**F. EXCESSIVE UNEXCUSED ABSENCES**

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

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive, **unexcused** absences.

~~Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days. Students may be suspended for up to two days for truancy.~~

**G. CHRONIC ABSENTEEISM**

~~Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.~~

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

- ~~1. — the student will not receive a passing grade for the semester;~~
- ~~2. — the student's grade will be reduced;~~

- 175  
176 3. ~~the student will receive the grade otherwise earned; or~~  
177  
178 4. ~~the student will be given additional time to complete the missed work before a~~  
179 ~~determination of the appropriate grade is made.~~  
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## 181 H. SPECIAL CIRCUMSTANCES

### 182 1. Students with Chronic Health Problems

183 No penalties will be imposed for ~~Students with excused absences~~ due to  
184 documented chronic health problems ~~are exempt from this policy.~~  
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### 188 2. Students Experiencing Homelessness

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190 ~~In addition, f~~For students experiencing homelessness (see board policy 4125,  
191 Homeless Students), school officials must consider issues related to the student's  
192 homelessness, such as a change of caregivers or nighttime residence, before  
193 taking disciplinary action or imposing other barriers to school attendance based  
194 on excessive absences or tardies.  
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### 196 3. Attendance Requirements for Extracurricular Activities

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198 ~~Excessive a~~Absences may impact eligibility for participation in interscholastic  
199 ~~athletics~~ extracurricular activities. Principals shall inform students and parents of  
200 the applicable attendance standards for the various types of extracurricular  
201 activities, including interscholastic athletics. See also policy 3620,  
202 Extracurricular Activities and Student Organizations.  
203

204 Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S.  
205 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16  
206 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003, ~~NCAC-~~  
207 ~~007~~  
208

209 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education  
210 for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050),  
211 Immunization and Health Requirements for School Admission (policy 4110), Homeless Students  
212 (policy 4125), **Student Behavior Policies (policy 4300)**, Short-Term Suspension (policy 4351)  
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214 **Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at**  
215 [https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-](https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-291910458e28#anchor)  
216 [291910458e28#anchor](https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-291910458e28#anchor)  
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218 Adopted: February 19, 2018

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220 Revised: July 16, 2018; December 16, 2019; February 15, 2021; [DATE]

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