

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.

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12 **A. ATTENDANCE RECORDS**

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14 School officials shall keep accurate records of attendance, including accurate attendance
15 records in each class. Students will be considered in attendance if present at least half of
16 the instructional day on-site in the school or at a place other than the school attending an
17 authorized school-related activity.

18
19 To be in attendance during remote instruction days (with the exception of the initial
20 enrollment day), students must: (1) complete their daily assignments, either online or
21 offline; and/or (2) have a daily check-in through two-way communication with (a) the
22 homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as
23 scheduled. School officials shall communicate the attendance procedures to students and
24 their families before the first day remote instruction begins.

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26 **B. LATE ARRIVALS AND EARLY DEPARTURES**

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28 Students are expected to be at school on time and to remain at school until dismissed.
29 During the school day, students are expected to be present at the scheduled starting time
30 for each class and to remain until the class ends.

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32 When a student must be late to school or leave school early, a written excuse signed by a
33 parent or guardian should be presented upon the student’s arrival at school. Tardies or
34 early departures may be excused for any of the reasons listed below in Section C.

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36 Any disciplinary consequences for unexcused tardiness or unexcused early departures
37 from school or class will be consistent with Section D of policy 4300, Student Behavior
38 Policies. The superintendent or designee shall list in the Code of Student Conduct the
39 specific range of consequences that may be imposed on a student for such offenses.
40 Consequences may not exceed a short-term suspension of two days.

41
42 **C. EXCUSED ABSENCES**

44 When a student must miss school, a written excuse signed by a parent or guardian must
45 be presented to the student's teacher on the day the student returns after an absence.
46 Absences due to extended illnesses may also require a statement from a health care
47 practitioner. An absence may be excused for any of the following reasons:
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- 49 1. personal illness or injury that makes the student physically unable to attend
50 school;
- 51 2. isolation ordered by the local health officer or the State Board of Health;
- 52 3. death in the immediate family;
- 53 4. medical or dental appointment;
- 54 5. attendance at the proceedings of a court or administrative tribunal if the student is
55 party to the action or under subpoena as a witness;
- 56 6. a minimum of two days each academic year for observance of an event required
57 or suggested by the religion of the student or the student's parent or legal
58 guardian;
- 59 7. participation in a valid educational opportunity, such as travel or service as a
60 legislative or Governor's page, with prior approval from the principal;
- 61 8. pregnancy and related conditions or parenting, when medically necessary; or
62 9. a minimum of two days each academic year for visitation with the student's
63 parent or legal guardian if the student is not identified as at risk of academic
64 failure because of unexcused absences and the student's parent or legal guardian
65 (a) is an active duty member of the uniformed services as defined by policy 4050,
66 Children of Military Families, and (b) has been called to duty for, is on leave
67 from, or has immediately returned from deployment to a combat zone or combat
68 support posting.

77 78 **D. SCHOOL-RELATED ACTIVITIES**

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80 While recognizing the importance of classroom learning, the board also acknowledges
81 that out-of-classroom, school-related activities can provide students with valuable
82 experiences not available in the classroom setting. The following school-related
83 activities will not be counted as absences from either class or school:
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- 85 1. field trips sponsored by the school;
- 86

- 87 2. job shadows and other work-based learning opportunities, as described in G.S.
88 115C-47(34a);
89
90 3. school-initiated and -scheduled activities;
91
92 4. athletic events that require early dismissal from school; and
93
94 5. Career and Technical Education student organization activities approved in
95 advance by the principal.
96

97 In addition, students participating in disciplinary techniques categorized as in-school
98 suspension will not be counted as absent.
99

100 **E. MAKEUP WORK**

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102 In the case of excused absences, short-term out-of-school suspensions, and absences
103 under G.S. 130A-440 (for failure to submit a school health assessment form within 30
104 days of entering school), the student will be permitted to make up his or her missed work.
105 (See also policies 4110, Immunization and Health Requirements for School Admission,
106 and 4351, Short-Term Suspension.) Assignments missed due to participation in school-
107 related activities also are eligible for makeup by the student. The teacher shall determine
108 when work is to be made up. The student is responsible for finding out what assignments
109 are due and completing them within the specified time period.
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111 **F. UNEXCUSED ABSENCES**

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113 The principal shall notify parents and take all other steps required by G.S. 115C-378 for
114 excessive, unexcused absences.
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116 Any school disciplinary consequences for unexcused absences will be consistent with
117 Section D of policy 4300, Student Behavior Policies. The superintendent or designee
118 shall list in the Code of Student Conduct the specific range of consequences that may be
119 imposed on a student for such offenses. Consequences may not exceed a short-term
120 suspension of two days.
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122 **G. CHRONIC ABSENTEEISM**

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124 Because class attendance and participation are critical elements of the educational
125 process, any absences, whether excused or unexcused, can have a negative impact on a
126 student's academic achievement. Regular attendance must be prioritized within each
127 school and encouraged throughout the community. School administrators shall monitor
128 and analyze attendance data to develop and implement strategies for reducing chronic
129 absenteeism. Such strategies should involve engaging students and parents, recognizing

130 good and improved attendance, providing early outreach to families of students missing
131 school, and identifying and addressing barriers to attendance.

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133 **H. SPECIAL CIRCUMSTANCES**

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135 1. Students with Chronic Health Problems

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137 No penalties will be imposed for absences due to documented chronic health
138 problems.

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140 2. Students Experiencing Homelessness

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142 For students experiencing homelessness (see board policy 4125, Homeless
143 Students), school officials must consider issues related to the student's
144 homelessness, such as a change of caregivers or nighttime residence, before
145 taking disciplinary action or imposing other barriers to school attendance based
146 on excessive absences or tardies.

147

148 3. Attendance Requirements for Extracurricular Activities

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150 Absences may impact eligibility for participation in extracurricular activities.
151 Principals shall inform students and parents of the applicable attendance standards
152 for the various types of extracurricular activities, including interscholastic
153 athletics. See also policy 3620, Extracurricular Activities and Student
154 Organizations.

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156 Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S.
157 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16
158 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003

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160 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education
161 for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050),
162 Immunization and Health Requirements for School Admission (policy 4110), Homeless Students
163 (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351)

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165 Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at
166 [https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-
167 291910458e28#anchor](https://www.livebinders.com/play/play/2052295?tabid=180c26e7-0236-1ff0-3f53-291910458e28#anchor)

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169 Adopted: February 19, 2018

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