

**ATTENDANCE** - When a student returns from an absence, they will bring documentation to the attendance window located outside Student Services (**between 7:45 and 8:15 am**) to get an admit slip to class. The absence will be excused/ unexcused according to state attendance laws (see below). **Students must turn in their note for the absence within 2 days of the absence; otherwise the absence will be recorded as UNEXCUSED.**

### **Randolph County Board Policy 4400**

A. Each student in grades 9-12 must master the course learning objectives and attend class a minimum of 85 days per term in order to receive credit for that course.

B. Students absent from class for more than **five (5)** classes will not receive credit for that class during the term in question. On the sixth (6<sup>th</sup>) class absence, the student becomes ineligible for credit for the course, unless a waiver is approved by the local school waiver committee.

C. A student who is absent from school more than five (5) days in a term, and does not make up class time and course work as designated by the school will not receive credit for the course.

D. Absences due to participation in school-sponsored events will not count toward the five-day maximum.

E. Absences for personal or family trips must be approved by the principal **prior** to the absence **but shall count as excused absences.**

F. Any student who is absent more than twenty (20) days during the cumulative school year must have a doctor's note to excuse subsequent absences due to illness. Failure to provide a doctor's note for absences due to illness that exceed twenty (20) days will result in possible legal action to fulfill the requirements of the Compulsory Attendance Law.

G. In order for students to make normal progress toward meeting the minimum units required for graduation, students in grades 9-12 must register for the maximum number units allowed or gain approval from the principal to take less than four (4) classes.

Fifth-year students who need additional credit to graduate may register for the number of courses needed to complete their diploma program.

North Carolina defines the following as Lawful/Excused Absences (documentation of the following must be provided):

- a. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
  - b. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
  - c. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
  - d. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
  - e. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
  - f. **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
  - g. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence.
  - h. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
  - i. **Absence related to deployment activities:** - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. ( G.S. 115c-407.5Artical V (E) )
- Wheatmore High School will deny credit when a student exceeds **five (5)** absences in a class.
  - When a student reaches three (3) absences in a class, WHS will attempt to contact the parent/guardian utilizing the contact information on file.
  - The Attendance Committee will meet with all students when they have reached **three (3) absences** in a course to determine the reason for the absences and to discuss the attendance policy with the student. Documentation of this meeting will be mailed home to the parent/guardian to the address on file.
  - Students with excused absences will be allowed 10 days to turn in missed assignments. All work must be made up by the end of the academic semester.

- A student with any unexcused absences must make up all work missed but will only receive 69% of the actual grade earned. (Example: A student has an unexcused absence on a test day. The student makes arrangements with the teacher to stay after school and make the test up. The student scores an 86 on the test. A grade of 59 is recorded for that test  $\{86 \times .69=59\}$ ). Make up work must be completed within 10 days of the absence.
- Ten (10) consecutive unexcused absences will result in the student being withdrawn from school.
- Students will not be accepted into class without an **Admit Slip** following the previous day's absence. They will be sent to the attendance counselor at the beginning of 1<sup>st</sup> period if they have not gotten their note prior to the start of the school day. **This will result in a tardy.**