

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>STUDENTS</u> Attendance	405
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Good attendance is essential to the academic success of students. To be considered in attendance for a class period, a student must be present for at least ½ of the class period or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. These activities include:

1. Field trips sponsored by the school.
2. School-initiated and scheduled activities.
3. Athletic events requiring early dismissal from school.
4. Serving as a page for the Governor or Legislature.
5. In-school suspension.

The number of times that a student misses class for school-sponsored activities should be kept to an absolute minimum. The Principal shall closely scrutinize and monitor such absences. Any assignments missed by a student as a result of involvement in school-sponsored activities shall be completed by the student and are due on the day the student returns to class, unless additional time is granted by the classroom teacher.

No student will be dismissed from school prior to the end of the school day, with the exception of those students enrolled in an approved Career Technical Cooperative Education Program, except with prior approval from the Principal or designee.

Limitations of Absences

For Grades 6-12, a student absent more than ten (10) days in a semester course will not receive any credit unless he is granted a waiver through a review process by the Principal using student provided medical documentation of severe, prolonged, chronic illness, injury or hospitalization. The parent/legal guardian/legal custodian is to notify the Principal, if a chronic illness exists or if extended absences are anticipated.

1. All K-5 students are expected to be in school daily. Students who miss more than 20 days during the school year will be subject to retention.
2. All Principals are encouraged to develop appropriate procedures for developing attendance at their schools.
3. No student shall be permitted to leave school prior to the end of the last scheduled class of the school day in order to participate in regular season athletic events. Any request for exception to this policy shall be submitted to the Superintendent or his designee by the school Principal.

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4. A student who is absent during the school day may not participate in extracurricular events (including athletics) after school that day **if not present at least 51% of the school day.**

Notification of Absences

1. In case the teacher has not learned the cause of a pupil's absence within **three (3)** days and /or the pupil has not returned to school, the teacher shall report the absence to the designated counselor who will in turn check with that student.
2. When the **fifth** absence occurs, the homeroom or the classroom teacher will notify the designated counselor. A conference with the student and the parent will be arranged to discuss the student's excessive absenteeism. **This will occur as soon as parent can be contacted and conference set.**
3. Any exceptions to above policy must be granted by the Caswell County Board of Education.

Appeals Procedure

1. Students who are denied waivers by the Principal may appeal their cases within five (5) days to a school-based appeals board appointed by the Principal.
2. If Waivers are not granted in the school-based appeals board process, the student may appeal within five (5) days to the Superintendent or designee.
3. If waivers are not granted in the appeal to the Superintendent or his designee, the student may appeal within five (5) days to the School Board.

Bartlett Yancey High School and Dillard Middle School

1. In order to credit for a course, a student must attend at 80 days in each semester.
2. The Principal or designee will treat long-term serious illness on an individual basis as they arise as well as excused absences that cause the student to exceed the 80-day requirement for credit rule.
3. If a student fails all courses he is taking due to excessive absences, he may continue in school as long as he obeys all rules and regulations, but will not receive credit for the courses.
4. A student younger than 16 years old cannot be dropped from school rolls because of failure due to excessive absences but no credit will be given for the course.