

## *General Procedures*

### **ATTENDANCE**

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching/learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. **It is the responsibility of the student to check his/her attendance records regularly in PowerSchool Parent Portal and promptly report potential discrepancies to the attendance office.**

An absence is excused if the following conditions exist (School Board Policy 6000.3):

- A. Illness or injury that makes the student physically unable to attend school.
- B. Isolation ordered by the State Board of Health or the Wake County Health Department
- C. Death in the immediate family
- D. Medical, dental, or other appointment with a health care provider for the student or for a child for whom the student is a custodial parent.
- E. Court when a student is under subpoena.
- F. Religious observance, as suggested by the religion of the student or the student's parents.
- G. Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons." This would include, but is not limited to, a student serving as a legislative page or a governor's page.
- H. A catastrophic event or natural disaster.
- I. Absence related to deployment activities (parent or legal guardian on active duty who has been called to duty, is on leave from, or immediately returned from deployment)

### **LEESVILLE ROAD HIGH SCHOOL ABSENTEE PROCEDURES**

#### **General Information**

In the event of an absence or tardy, it shall be the responsibility of the student to bring to the attendance office a note signed by the parent or guardian citing the reason for such absence or tardiness. The note should list a telephone number where the parent may be reached during the school day. Such notes shall be presented within **two days** of the student's return to school. Although the policy allows for two days, we ask that students present tardy notes to the attendance office immediately or the following day to help us manage our Start on Time process. All notes should have a parent phone number listed on them. Failure to comply will result in the absence or tardy being recorded as **unexcused** per School Board Policy 6000.4. The administration may require any additional documentation deemed necessary to verify an absence or tardy.

#### **Additional requirements**

- A. Absences not anticipated in advance may be excused if the student brings a note from his/her parent or guardian explaining the absence within two days of his/her return to school. The note should be presented to the attendance personnel who will issue a class admission slip. The student shall present this slip to each teacher on the day of return to school.
- B. Absences of **more than one day** anticipated in advance must be excused in advance. A Prior Approval Request Form (#1710) must be completed by the parent and returned to the attendance office. These forms are available on our website and in the attendance office. They should list a telephone number where the parent may be reached during the school day. Completed request forms will be considered for approval by administration. **Students are encouraged to make these requests at least two days prior to the anticipated absence.** Note: One-day anticipated absences do not require a completed Form 1710 and should be handled in the same way unanticipated absences are handled (e.g., bringing a signed note from a parent with a phone number listed within two days of the student's return to school).
- C. For items A & B, please note that make-up work is the responsibility of the student.
- D. Students arriving to school after the first tardy bell are to report to a "sweep" station during the first ten minutes after the bell. If the tardy is to be considered **excused**, the students should bring a note from home. Students reporting to school after 7:35 must report to the attendance office before reporting to

class. A note verifying the reason for the tardy should be submitted upon reporting to the attendance office and no later than two days following the tardy.

- (1) **Individual automobile equipment failures are not considered as reasons for excused tardies or absences.**
  - (2) **Students arriving late to school on a school bus should report directly to class. Late buses and their arrival times will be reported to teachers.**
- E. A student who needs to leave school early should bring a note explaining the reason and the time to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to the attendance office **before** the school day begins to have the note verified. The attendance personnel will time/date this note and the student will present it to the teacher when leaving class to check out. This same note should be taken to the attendance office for sign out, and the student will then receive a yellow Early Release Slip. When returning to school on the same day, the student should sign back in with the yellow Early Release Slip to receive a slip for class admission. If the student returns the next day, he/she should treat this situation as an absence, bringing the yellow Early Release Slip to the attendance office prior to the beginning of first period.
- F. If a student becomes ill during off-campus lunch, the student or parent should call the attendance office that day and upon the student's return to school follow procedures for excusing an unanticipated absence.
- G. Types of absences other than the ones listed as excused or where procedures are not followed will be recorded as **unexcused**. In addition:
- (1) Students may be required to serve detention after school for unexcused absences or tardies.
  - (2) Students with attendance problems (excessive absences or tardies) will be referred to student services and administration for interventions and possible disciplinary action.
- H. Parents will be notified of student absences via the School Messenger System.
- I. Senior College visitation days of longer than one day should be treated as anticipated absences and completed by April 30. Visitation days lasting only one day should be handled in the same way unanticipated absences are handled (e.g., bringing a signed note from a parent with a phone number listed within two days of the student's return to school).
- J. Credit for attendance: To be counted present, a student shall be in attendance at least one-half of the school day. This shall include attendance at official school activities at a place other than the school with the approval of the principal. To be counted present for a class, a student must be in attendance for at least one-half of the class. Students who have excused absences should be reminded that it is their responsibility to determine from the teacher the missed assignments and to complete all make-up work within the allotted time period.

## **EXAM EXEMPTION POLICY FOR SENIORS**

This policy is based on academic performance and attendance. Seniors should review their attendance records in PowerSchool Parent Portal immediately after an absence to ensure the absence has been coded properly. Exemptions may not be granted for any assessment required by the state of North Carolina. Furthermore, exemptions will be granted each semester under the following conditions:

The attendance count includes each instructional day of the semester.

1. Attendance will be calculated per class period according to period attendance.
2. According to school policy, a student must be in class for one-half of the period (45 minutes) in order to be counted present.
3. Five unexcused tardies will equal one unexcused absence for exam exemption purposes only.
4. Time missed for school-related activities (such as school-sponsored field trips and LRHS sports-related trips approved by the principal), **will not** be considered absences.
5. Any time missed due to visiting a college campus on "College Days" **will be** considered an absence.
6. A student with an unexcused absence in a class (including out-of-school suspensions), regardless of his/her grade average, will forfeit the privilege of being

- exempt from the exam in that particular class.
7. The grade average will be based on the student's average from the beginning of the course. Thus, the average that will be used to determine if a student is exempt will be the anticipated final average for the course.
  8. Any questions regarding the application of the Exam Exemption policy to a specific absence should be directed to the principal prior to the day of the absence.
  9. Exam exemptions are based on the following "Grade Average/Days Missed" scale:

#### **Semester Courses**

- A Average ---- 3 Absences
- B Average ---- 2 Absences
- C Average ---- 1 Absence

#### **Year-Long Courses**

- A Average ---- 3 Absences
- B Average ---- 2 Absences
- C Average ---- 1 Absence

### **MAKE-UP WORK POLICY FOR EXCUSED ABSENCES**

School Board Policy 6000.6 R&P – School work will be made up for excused absences under the following conditions:

- A. If an absence has been approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
- B. If the make-up work has not been assigned in advance, for absences of one to three days, the student will have one day for each day absent to make up work. For absences exceeding three days, the student may have two days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
- C. The student is responsible for securing make-up work at the secondary level. At the elementary level, the teacher is responsible for assigning make-up work.

### **MAKE-UP WORK POLICY FOR UNEXCUSED ABSENCES**

School Board Policy 6000.5 R&P – Schools shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should take into account the following:

- A. The past performance of the student,
- B. Circumstances that may have made the unexcused absence unavoidable,
- C. Unusual family circumstances,
- D. Nature of the specific learning activity,
- E. Other issues that the teacher determines to be relevant to the situation.
- G. Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work for unexcused absences applies, with the exception that **full credit must be given for any test/exam within the time frame specified in Board Policy 6000.4 (in the case of short-term suspensions.)**