

## Attendance Policies and Procedures

Southeastern Academy Charter School recognizes that regular attendance is one of the most significant factors in school success and educational achievement. Therefore, the Board encourages and strongly supports every effort made to have students at school and present for all classes in order that they might benefit from a quality education. Student, parents/guardians, and all school personnel are encouraged to recognize and fulfill their individual responsibilities in keeping with laws, regulations, and school policies governing the attendance of students in school. Regular Attendance by every student is Mandatory by NC General Statute 115C-378 whereby “every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school or charter school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school the child is assigned shall be in session.”

**Definition of Attendance:** All children are expected to be in school attendance each day unless they are ill or there is an emergency. To be considered “in attendance” a student must be present in school for at least one-half of the school day or a place other than the school with the approval of school officials to attend an authorized school activity. One-half of the school day is defined as:

1. Present until 11:30 a.m.
2. Present from 11:30 a.m. until the end of the school day

State of North Carolina and Charter School Board of Trustees Attendance Policy states that any student with more than fifteen (15) absences (excused or unexcused) may be retained the following year. Parents may appeal the decision if a medical condition exists which may have prevented normal attendance.

**Definition of an Absence from School and Procedure to Follow when Returning from an Absence:** An absence is defined as missing half of the school day as defined above or more. In compliance with North Carolina Compulsory attendance law GS 115C-378, all absences require parent documentation explaining the child’s absence. The documentation from parents should state the student’s name, date(s) of absence, and parent/guardian signature. The notes are to be given to the student’s homeroom teacher on the morning the student(s) return from an absence(s). Students may also have their parent/guardian send an e-mail to the homeroom teacher for their absence to be considered excused. Failure to provide a note within three (3) days of returning from an absence will result in the absence being coded unexcused. It will be the responsibility of the administration to determine if the absence is excused or unexcused.

**Excused Absences:** In accordance with state policy, absences from school will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

**Unexcused Absences:**

Anything NOT listed above. Such as: transportation issues, family trips, trips for organizations outside of school, oversleeping, someone else in the house being sick

**Excessive Absences:**

Each student will be allowed **ten (10)** unexcused absences **per year**, with only **five (5)** hand written/parent excuse notes for **per year**. Any additional days (over the **five** handwritten/parent notes) must be excused with a doctor's note. Students must return all excused notes within **three (3)** days of returning to school; otherwise the day will remain unexcused.

**Excessive Unexcused Absences:**

Fifth (5<sup>th</sup>) unexcused absence: - Notification letter sent to parent/guardian that all remaining absences must have a doctor's note

Ten (10<sup>th</sup>) unexcused absence: A notification letter sent to parent/guardian. The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

**More than ten unexcused absences will cause a review by the administration as to whether the student continues to attend Southeastern Academy Charter School.**

**Wavier Procedures:** A parent/guardian or student may apply to the principal for a waiver of absences (excluding suspensions) due to extenuating circumstances. This request must be submitted in writing. The parent/guardian and the student shall be notified in writing of the decision of the principal on whether or not to grant the waiver. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the principal's decision to the Board of Trustees pursuant to the Southeastern Academy appeal policy.

**Make-Up Work from School Absence:** Students are responsible for and they are permitted to make up work missed during an absences. All work must be made up within FIVE (5) school days following the student's return to school unless the teacher or administrator determines that extenuating circumstances might support an extension of the time. THE STUDENT IS RESPONSIBLE FOR FINDING OUT WHICH ASSIGNMENTS, QUIZZES AND EXAMS WERE MISSED AND COMPLETING WITHIN THE SPECIFIC TIME PERIOD. Students who are absent due to suspension from school will be provided an opportunity to take any examinations missed. The Southeastern Academy Administration can determine what, if any, other make-up work the student will be permitted to complete during the suspension.

**Tardy to School:** A child who arrives to school after 8:00 am will need to be signed in at the front office by a parent or guardian. **Ten (10)** unexcused late arrivals, after 8:00 am, **and/or** early dismissals, before 3:00 pm, or a combination of both, will count as **one (1)** unexcused absence. Failure to comply with the attendance policy may result in court action.

**Tardy to School Excused:**

1. Inclement weather (snow, ice, flooding)
2. Documented transportation problems
3. Compliance with court order

4. Doctor appointment with a note
5. Funeral

**Unexcused Tardies:**

1. Undocumented transportation problems
2. Sleep Late
3. Just Because
4. Other person in house being sick
5. Any other not listed as excused

**Virtual Attendance Policy**

**Attendance Responsibilities**

- Students should answer “Question of the Day” on Google Classroom by 8:05 a.m. each morning.
- Students must be present on Zoom for every course, every day. They will follow their daily schedule.
- All assignments must be turned in by the end of the day via Google Classroom or the directive from the classroom teacher.
- The family must maintain regular communication with classroom teacher and the school.
- Students and parents must check their classroom communication avenues each day. Ex: email, Google Classroom, Private FB page, text, etc.

**Reporting Absences**

Please email Lisa Ard and your child’s teacher if your child will be absent and unable to attend Zoom sessions. Please state the reason for the absence in the email as well as the expected duration of the absence. Your child is only considered present for the entire day if they attend all classroom lessons and complete the assignments.

**\*\*All of the regular attendance policies apply to virtual attendance Policy**