

Truancy Policy

North Carolina Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the North Carolina General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for home stay, death in the immediate family.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- Five (5) or more absences/tardies from classes in one grading period
- Seven (7) or more absences/tardies from school during one school year

When children are not in the classroom, consistent and sustainable learning is impeded. BA-CFA staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

- When a child has accumulated five (5) or more unexcused absences and/or tardies in a school year, parents/guardians receive a phone call home
- When a child has accumulated seven (7) or more unexcused absences and/or tardies in a school year, parents/guardians receive a letter in the mail stating our attendance policy
- When a child has accumulated ten(10) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Child Protective Services is pending and that the child is in jeopardy of repeating the grade.

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.** The note should be turned into the front office. If your child is tardy, please walk him/her to the front office and sign in. The student will then be given a pass for admittance into class.

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Students will not be released early from school after 2:45 p.m.

The director and administrative team will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to resolve the attendance problem.

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The

note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration, but the student's record is marked as absent per North Carolina law.

Students can be excused for the following reasons:

- Injury or Illness*
- Local or state board of health orders child to stay home from school (i.e. Lice, etc.)
- Death of immediate family member
- Medical or Dental appointment
- Witness in the proceedings of a court or administrative tribunal
- Educational leave (this can be used once per academic year and must be approved by administration)

*Parents are able to excuse a child for sickness with a note.

- *After 3 consecutive absences, a doctor's note will be required to excuse any subsequent absences.
 - After 9 total absences (excused or unexcused), a doctor's note must accompany a parent note in order to excuse a child for sickness.
 - All notes must be turned in to the school 2 days prior to the end of the grading period in which the absence occurred. Notes turned in after this time will not be accepted.

Make-up Work

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make-up work is completed.

Tardies

*All students arriving after 7:50 a.m. must enter the main entrance and are listed as tardy as of 7:50 a.m. **Parents must park and sign children in at the main office after 7:50 am. Students will receive a late pass at the office.***