

Richlands High School

8100 Richlands Highway

Richlands, North Carolina 28574

Phone (910) 324-4191 * FAX (910) 324-6688

Principal: Maria Johnson ♦ Asst Principals: Colin Smith, Kewanna Cigales

August 31, 2009

Dear RHS Parent/Guardian,

It is very important for your child to have good attendance. Attached is the newly adopted Onslow County Schools Board of Education Attendance Policy 4400. Please note that the policy has been significantly revised. Please review the policy with your child.

I would like to note some of the major changes in the attendance policy for students in grades nine through twelve.

1. A written note for each absence must be presented to the teacher (front office). – Page 1
2. Students who miss more than ten (10) days in a semester shall not be awarded course credit except by determination by the principal/designee upon careful review of the student's records. – Page 3
3. All make-up work shall be completed within a reasonable amount of time as determined by the student's teacher. – Page 3
4. Documentation is required for any absences that exceed ten (10) days per semester, either lawful or unlawful. – Page 3

If your child accumulates more than ten (10) absences in a semester and you desire them to receive course credit, you must present your case to an Attendance Review Committee, which will make a recommendation to the principal.

You must request in writing, using the attached form, for a review of the absences before the committee. The form and all appropriate documentation must be submitted to an administrator. Upon review of the request, you will be notified of the date and time to appear before the committee.

Please call the school at 324-4191 and speak to an administrator if you have any questions about the new attendance policy.

Sincerely,

Maria Johnson
Principal

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina (*G.S. 115C-378*) requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor. (*G.S. 115C-380*).

A. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. LAWFUL ABSENCES

When a student must miss school, a written note of explanation for the absence signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawful for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. a medical or dental appointment
5. participation under subpoena as a witness in a court or administrative proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel, with prior approval by the principal. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional absences at the discretion of the Superintendent or designee to visit with his or her parent or legal guardian. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school.

Extended illnesses generally require a statement from a physician.

In the case of lawful absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. UNLAWFUL ABSENCES

A student's absence from school for any reason other than those listed under "Lawful Absences" will be considered unlawful.

D. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. school-initiated and scheduled activities;
3. athletic events requiring early dismissal from school; or
4. in-school suspension.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. ATTENDANCE IN GRADES K-8

1. Students with more than 20 absences (10 within the first ninety days and 10 within the last ninety days) in a school year shall not be promoted to the next grade except by determination of the principal/designee upon careful review of the student's records.
2. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.).
3. Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
4. Schools shall offer incentives to provide recognition of perfect attendance.
5. Students are expected to be in attendance to and participate in instruction throughout the school day. Excessive tardies and early checkouts will be referred to the appropriate authorities and may also be considered by the principal when making a promotion determination.

F. ATTENDANCE IN GRADES 9-12

The following procedure will be implemented each semester:

1. First and Second Absences: Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
2. Third - Tenth Absences: Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher. If absences are consecutive, more time may be allowed at the teacher's discretion. Parents will be notified after the third, sixth and tenth absences.
3. Eleventh Absence: In grades 9-12, a student who misses more than 10 days in a semester, shall not be awarded course credit except by determination of the principal/designee upon careful review of the student's records. Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
4. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.)
5. Schools shall offer incentives to provide recognition of perfect attendance.

The superintendent or designee will develop administrative guidelines to implement this policy.

G. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. When a student has accumulated ten (10) unexcused absences, the principal will conduct an investigation to determine if the parent or guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal may notify the District Attorney and the Director of Social Services.

Legal References: G.S. 115C-47, -84, -288(a), -378 to -383

Cross References:

Adopted: June 28, 2000

Revised: April 28, 2004

Revised: December 14, 2004

Revised: August 4, 2009

Richlands High School Request to Review Absences

According to the Onslow County Schools Board of Education Policy 4400, in order for a student to receive credit for a course, he/she must be attendance eighty (80) class periods per semester. Absences over ten (10) per semester with extenuating circumstances must be documented by medical and/or legal paperwork and be submitted to the principal/designee.

In order to have the absences reviewed for credit under this policy; this form must be completed and submitted with the appropriate written documentation to an administrator. It is important to understand this form is only good for absences over ten (10).

Student Name: _____ Grade: _____

<u>Course</u>	<u>Teacher</u>	<u>Period</u>	<u>Number of Absences</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Statement describing extenuating circumstances (attach additional paper as needed):

Reminder:
To request a review of attendance for absences that exceed ten (10), this form must be completed and submitted with the appropriate written documentation to an administrator.

Date Submitted: _____
Administrator: _____