

Apprentice Academy Attendance Policy

North Carolina compulsory attendance law mandates that all students under 16 years of age are required to attend school and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy if the state's attendance laws are violated.

Students must be present for at least 65 minutes of a 80-minute period to be considered present for a class. For athletics, high school students must be present for two of four classes to participate.

Parental Reporting

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school after the student returns from an absence. While notes from a physician will be considered at any time, an excuse from a parent will only be accepted within the same 6-week grading period as the absence. The principal reserves the right to request additional documentation to excuse an absence. Absences will be coded as unexcused until the written excuse is received. Absences due to extended illnesses may also require a statement from a physician. For the purposes of this Policy, extended illnesses are those which result in absences in excess of five (5) consecutive school days or in excess of five (5) cumulative days within a single semester.

Excused Absences

In accordance with the NC Department of Public Instruction's School Attendance and Student Accounting Manual, the following are considered to be Legal Absences.

- **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
- **Quarantine or Covid Related Absence:** When the absence results from Covid or other CDC/Health Department determined infectious disease; or when isolation of the student is ordered by the local health officer or by the State Board of Health or when isolation or quarantine of the student is a required state or local control measure.
- **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
- **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parent or legal guardian. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence.

- **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page. (Family vacations are excluded).
- **Absence related to Deployment Activities:** - A student whose parent or legal guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.
- **Child Care:** Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- **Medically Fragile:** Students who are medically fragile are frequently absent from school, and their absences are directly related to their severe or life-threatening physical condition. A medically fragile student is identified as follows:
 - A student who qualifies for special education in one of the existing categories of disability and for whom a licensed medical doctor has provided documentation that an associated or accompanying chronic illness is so severe as to affect the student's school attendance. A medically fragile student is one whose illness frequently places him/her in life threatening situations. In addition, he/she may be technology- dependent for life support systems, i.e., tracheotomy, gastrostomy, etc.
 - Rare instances may exist in which a child does not qualify for special education as defined in the Individuals with Disabilities Education Act (IDEA). However, the child would unquestionably meet the definition of disabled under Section 504 of the Rehabilitation Act of 1973, and thus would be eligible for consideration as a medically fragile student.
- **Local Policy:** The principal or his designee may excuse temporary or occasional absences for other reasons on a case-by-case basis.

In the case of any absence the student will be expected to make up his/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. High school and middle school students who have 8 or more unexcused absences in a semester long course, or 15 for yearlong courses, may fail the course.

Yearlong courses are defined as courses which meet daily for the entire school year.

Truancy Consequences

If a student has three (3) unexcused absences in a course within a calendar month, the student's teacher shall contact the parent and report it to the school's Restorative Discipline Team. If the team finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies.

Tardiness

Apprentice Academy believes it is extremely important that students arrive at school on time and ready to learn. Students can enter the building 30 minutes prior to the start of school. We

recommend students arrive a minimum of 5 minutes prior to the start of school to ensure ample time to reach their classroom before the start of class.

- a. Students arriving 1 - 15 minutes late will be marked tardy and after 15 minutes, students will be marked absent. The principal or his designee, may excuse individual instances of being tardy if a written explanation is provided to the school upon the return of the student.
- b. School administration will be notified after 4 tardies to class.

Early Dismissal

Students are expected to attend the entire day of school. However, if a student requires an early release, a parent or guardian must sign the student out even if that student is 18 years or older.

- a. If your child will be picked up early, please send a note in the morning. Your child must give the note to the front office receptionist. If your child leaves school for a doctor appointment, please remember to send a note from the doctor within three days of the absence.
- b. School administration will be notified after 4 tardies to class.

Make Up Work

Students who miss school for any reason (excused or not) will be expected to makeup all work missed during their absence, tardiness, early release from school, or suspensions. Parents should contact the students' teacher for makeup work.

