

CCS Attendance Policy

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 requires that every child in the state between the ages of 7 (**or younger if enrolled**) and 16 years attend school. Parents/legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. (*Absence excuses may also be submitted online at our school website*). An absence may be excused 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. Medical or dental appointment;
5. Participation under subpoena as a witness in a court proceeding;
6. Observance of an event required or suggested by the religion of the student or the student's parents.
7. Participation in a valid educational opportunity, such as college visitation, or service as a legislative or Governor's page, with prior approval from the principal/designee.
8. Local School Board Policy;
9. Absence related to deployment activities(children of military families)

At the elementary level, more than 10 absences a semester, or 20 absences a year, is considered excessive. At the middle school level, more than 10 absences in a course per semester or 20 absences a year are considered excessive. Parents and teachers must form strong partnerships to support academic success and good attendance. CCS also takes additional steps to further promote the importance of arriving at school on time and remaining for the full instructional day.

Unexcused Absences

- Parents/Guardians routinely receive Connect-Ed calls/alerts regarding absences
- Parents/Guardians receive written notification when a student accumulates 6 unexcused absences
- Parents/Guardians will be invited to conference with the principal & school social worker at 10 unexcused absences
- Absences due to extended, ongoing illnesses will generally require a statement from a physician.
- Continued excessive absences may require additional resources to ensure the regular attendance of a student

Tardies/Early Check-Outs

An accumulation of ten (10) tardies and early check-outs, (or a combination of), per semester, will result in the following:

- Five (5) – Teacher contact with parent
 - Seven (7) – Administrator/designee contact with parent; problem-solve
 - Ten (10) – Student ineligible for 'Perfect Attendance' recognition for the school year; begins make-up time; make-up time continues for each additional tardy/early check-out during the semester. Administrator has the discretion to impose additional consequences and refer for additional services. Early check-outs = administrative contact w/parent
- Students who reach ten or more tardies/early check-outs (or a combination of) during 1st semester, will start over 2nd semester, however, ineligibility for Perfect Attendance recognition will carry over. If tardies/early check-outs resume 2nd semester, the administrator has the discretion to begin make-up time and impose additional consequences at any time prior to ten (10).

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. By 6th grade, absenteeism is one of three signs that a student may drop out of high school. By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
(attendanceworks.org)