

## Attendance Policy

- A student must attend school 50 percent of the school day (until 11:45 a.m.) in order to be counted present for the entire day.
- A student may be counted present for the day in POWERSCHOOL, yet still be counted absent from individual classes missed that same day. Absences in POWERSCHOOL are coded as “excused” or “unexcused.”
- A student must attend a specific class for a minimum of 30 minutes in order to be counted present for the class.
- Each teacher will code absences in accordance with state guidelines. Parental written explanation of absences must be presented to the front office manager upon the student’s return to school. If no note is presented the absence is coded as “unexcused.”
- **The school’s time-for-time policy applies whether an absence is considered “excused” or “unexcused.”**

### Time for Time Policy

- After accumulating 7 absences in a semester for a specific class, students will be allowed to make up time-for-time only when granted approval by the Attendance Screening Committee.
- **Absences above 7 can only be resolved through time for time with proper documentation from parents who can certify that these absences are legitimately excused absences according to North Carolina attendance law.**
- **Parents must secure the attendance form from the RCS website, provide necessary documentation for each subsequent absence after 7, and submit this information to the RCS Attendance Screening Committee for review.**
- **Without documentation, the Attendance Screening Committee will deny time for time and submit documentation to the principal for appropriate action.**
- **The parent will receive notice of the Screening Committee’s decision.**

- **Excessive absences without approved documentation will result in the student receiving a 59 average for the semester in the course which he or she has accumulated over 7 days.**
- If time-for-time is required, it must be completed by the end of the semester in each course. Students will serve up to one hour for each class period missed. Time-for-time should begin immediately after the 7th absence, and resets to zero at the beginning of each semester.
- *Students absent from school and/or classes because of an official school-sponsored activity will not be counted absent from either school or classes. School-related activities must be approved in advance by the principal. Such activities include, but are not limited to field trips, foreign exchange programs, and participation in school athletics. Students should give prior notification to their teachers before such activities.*
- *Juniors and seniors may make three official college visits each school year that will not be counted as absences. These include official college tours, orientation, and testing visits. A student must notify his/her teachers beforehand and upon returning to school must show a signed note from his/her parents to each classroom teacher.*

### **Making Up Missed Assignments**

- Students are to make up all missed work after each absence. It is the student's responsibility to contact his/her teacher(s) on the first day after returning to school to arrange to make up work. Make-up work is to be arranged within THREE school days. If a student is attending a school-related function, he/she is responsible for making prior arrangements with teachers before participating in the function.

### **Tardy Policy**

- Roxboro Community School is committed to protecting the school day and required instructional time by discouraging any unexcused tardies to school or to any class.
- A student who arrives after 8:00 a.m. must sign in to the main office and will be counted tardy. Upon arrival at school after 8:30 a.m, a student must report to the office with a parent or a written excuse from the parent.
- A tardy to class is defined as not being in the assigned seat and prepared to receive instruction.

- The only way to excuse a tardy is for a student to have a note (with the student's name, date, and time) signed by a staff member. Otherwise, the tardy is recorded as unexcused.
- The number of tardies to individual classes will reset to zero at the end of 1st semester.

### **Consequences:**

**1st Tardy of the Semester: Warning**

**2nd Tardy of the Semester: Warning**

**3rd Tardy of the Semester: 30 minute detention**

**4th Tardy of the Semester: 30 minute detention**

**5th Tardy of the Semester: 30 minute detention and parent contact**

**6th and Subsequent Tardies of the Semester: Administrative referral**

- Violation of the attendance and/or tardy policy could result in suspension or revocation of a student's parking permit or lunch privileges.

### **Attendance Committee Procedures**

- The Roxboro Community School Attendance Screening Committee will facilitate the screening process for students who have missed days over the maximum allowed by the Attendance Policy.
- A time-for-time approval does not change the number of absences a student has recorded in POWERSCHOOL or by classroom teachers. It only enables the student to make up time for time for that class or waives time for time after legitimate documentation has been approved.
- Approvals for time-for-time will be considered for the following:
  - Long term illness lasting over three consecutive days
  - Chronic illness
  - Surgery or hospitalization
  - Death in the immediate family
  - Court appearance
  - Religious observance
  - Other reasons will be dealt with on an individual basis

- The Attendance Screening Committee consists of five teachers, with a minimum of three needed to conduct committee business. Counselors and administrators will be called in as needed.
- Attendance Screening Forms may be submitted by a parent or guardian only. Forms are located on the school's web site. Forms should be submitted to the committee immediately after the contested absence(s) occurs and must be submitted within the semester in which the absences occur. The form must be completely filled out in order for the committee to consider approving time for time.
- Official documentation for absences must be attached to the form. The committee will not review any form without documentation.
- A time-for-time approval does not exempt students from making up any work missed while absent. Students will be required to make up all missed assignments per their teacher's instructions.

## ATTENDANCE SCREENING FORM

**\*Attach any documentation to this form.**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Contact Information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Schedule:

Period	Teacher	Number of Absences
1st		
2nd		
3rd		
4th		
5th		
6th		

*Parents: Please return form to the main office when it has been completed with documentation.*

Committee Notes:

Date Received: \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Approval Granted: \_\_\_\_\_ Yes \_\_\_\_\_ No

Committee Signatures: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_