

ATTENDANCE

Student Attendance

Students must attend school in order to receive an education. Chronic absences and tardiness are undeniably linked to poor academic performance. NC Compulsory Attendance Law (115C-378) requires that we notify all parties potentially responsible for a child's attendance at 3, 6, and 10 unexcused absences. Students will be allowed no more than **10 unexcused** absences per academic year. Any days over this limit will result in a report to the district attorney

Student Absences

Definitions of excused absences **and** tardies are listed below.

Excused absences are defined as:

- Illnesses or injuries
- Quarantine
- Death of immediate family member
- Inclement weather
- Medical or dental appointments - **please obtain a note for the appointment**
- Court or administrative proceedings
- Religious holidays or observances
- Valid educational opportunities with co-directors' **prior** approval (Please follow the procedure outlined below.)

Please send a note **in writing or email** the teacher explaining the absence on the **first** day your child returns to school. **Absences will be recorded as unexcused if you do not send a note.** The demands placed on office staff by state attendance reporting requirements dictate that we make no exceptions to this policy.

Educational Absences

Travel that has educational value can sometimes be counted as an excused absence. The Co-Directors must pre-approve all educational absences.

To qualify:

- Parents need to make a written request to the classroom teacher for an excused **absence three weeks** in advance of the trip. Request forms are available online and in the school office.
- The teacher will discuss expectations of the student while gone, i.e. journaling, reading, trip report, or other assignments the teacher deems appropriate.
- Final approval from the Co-Directors must be **received two weeks prior** to the first day of the absence.

Student Tardies

Students are expected to be **in their classroom by 8:15am**. Allow time for your child to get to class when planning your arrival time. Students who are tardy must be signed in at the office.

Tardies for reasons other than those listed above will be unexcused.

A student will be marked tardy if s/he arrives at the classroom after 8:15. Should tardiness be a continued problem, Mountain Discovery Charter School will require parent/guardian(s) and the

student for a Tardiness Mediation Session in order to resolve the problem. Conferences will be required once a student has 10 unexcused tardies.

Early Leave Procedures

When checking a child out of school early, the parent or guardian **must come into the office** and sign the student out. Just as multiple tardies negatively affect the school's learning environment, so do continuous incidents of checking students out of school prior to dismissal. Students checked out before 11:30 will be counted absent for the day.