



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## School Policy

**Policy Number:** 3.3.1

**Section:** Admission and Attendance

**Title:** School Attendance Policy

**Rationale:** Casa Esperanza is required by law to assure the prompt lawful attendance of students during the school year. School attendance is a prominent factor in the level of a child's academic success.

**Policy:** Students who are enrolled at Casa Esperanza are to be on time and present at school for a full day during all scheduled school days, as required by the North Carolina Compulsory School Attendance Law. (G.S. 115C – 378). Casa Esperanza Montessori Charter School will notify parents or guardians if they are out of compliance with this law. If parents or guardians fail to comply with the procedures as stated below, the school will notify the appropriate social service agency in the county of the child's residence. Exceptions will be granted for lawful absences that are documented by parents or guardians in writing. The **only exceptions** to prompt daily school attendance are as follows:

1. Illness or injury
2. Medical, dental or mental health appointments
3. Death in the immediate family
4. Court or administrative proceedings where the child is a party or a subpoenaed witness
5. Religious observance
6. Quarantine or isolation ordered by the State Board of Health
7. Participation in a educational opportunity. Must be approved by Head of School. Two weeks notice required. Upon return the student will make a presentation on a topic to be determined by the teacher.
8. Special circumstances as determined by the local Board of Education
9. Participation in deployment activities
10. Students who need to miss school because their child is ill or requires medical attention

Violation of the North Carolina Compulsory Attendance Law through falsification of attendance information is considered a Class 3 Misdemeanor. Parents and guardians who do not ensure the prompt daily attendance of their child at school may be considered to be guilty of neglect by their county social service agency.

## Procedures:

### General Procedures

1. Parents or guardians of students who are absent or late to school must provide written documentation within five (5) days of the absence or late arrival for it to be considered a lawful absence.
2. Parents or guardians of students who accumulate three (3) unlawful absences in a school year will be notified by mail that they are not in compliance with school policy.
3. Parents or guardians of students who accumulate more than six (6) unlawful absences in a school year will be notified by mail and may be asked to meet with a school administrator concerning the ongoing pattern of unlawful absences.
4. Parents or guardians of students who accumulate more than ten (10) unlawful absences in a school year will be notified by mail and asked to meet with the Head of School. If it is determined that the parent or guardian has not made a good faith effort to comply with the school attendance policy, the school will notify the local Department of Social Services in the county of the child's residence.
5. In cases where repeated absences have impacted a student's work to the point where they have not made adequate yearly progress, the school may consider retention. The Head of School will have discretion regarding retention of a student.
6. Copies of correspondence with parents or guardians regarding attendance will be placed in the child's cumulative folder and will become part of their educational record.

### Late Arrival or Early Release

1. Students must be present in their classroom at 8:30 AM to be considered on time.
2. Students who leave the school prior to 3:00 PM will be considered an early release.
3. For every five instances where a child has been unlawfully late or to school, they will be given one unexcused absence. The same will hold true for students removed from school prior to 3:00 PM without a lawful excuse.
4. To be considered present for the day, the student must be in attendance for a minimum of four (4) hours. Students who are present less than four hours will be considered absent.

### Chronic Illness

1. Students who accumulate more than six (6) absences in a 30 day period due to illness may be asked to provide a note from a physician or mental health professional documenting any further absences due to illness.
- 2.

## Educational Opportunities

1. Students who are absent from school because they are engaging in educational opportunities must have prior permission from a school administrator. At the discretion of a school administrator and the student's teacher(s), the student will be asked to complete relevant work related to the opportunity. That work must be completed within five (5) days of the student's return to school for the absence to be considered lawful.
2. Parents or guardians must complete Form 3.3.1a - Request for Absence Due to an Educational Opportunity and have it signed by the Head of School in order for the absence to be counted as lawful.

## Missed Work

1. Students who are lawfully absent will have five (5) days after returning to school to make up missed work.
2. Students who are unlawfully absent will be able to make up missed work only at the discretion of their teacher(s) and school administration.
3. Teachers will not be required to make duplicate presentations of lessons, work, or activities to students who are unlawfully absent.

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- Include in Parent Information Handbook                       Include on School Website  
 Include in Employee Handbook

Signature: \_\_\_\_\_

9/15/2016

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Mary Khan, Board Chair

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Date Adopted

Revision History	Issue Date	Sections Affected
0.0.0	6/21/2012	All
0.0.1	8/28/2014	All
0.0.2	9/15/16	Educational Opporunites