



## **Casa Esperanza Montessori Attendance 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 (as lawful absences) 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 an educational opportunity. This request must be approved by administration prior to student absences (see the REQUEST FOR EXCUSED ABSENCE DUE TO AN EDUCATIONAL OPPORTUNITY form).
8. Absence related to Deployment Activities
9. Students who need to miss school because their child is ill or requires medical attention

\*If a student is absent for more than 3 consecutive days and the absences are being requested to be excused (for one of the 10 noted exceptions above), documentation from the relevant authority (doctor, attorney, etc) must be provided for more than 3 days to be excused and considered as lawful absences.

\*\*If a returning student does not attend school within the first 5 days of the school year, and fails to provide documentation from the list of exceptions listed above, the student will be withdrawn from school at close of business on day 5.

Criminal penalties for falsification of attendance records is applicable to school officials and amounts to a Class 1 Misdemeanor. The law also provides that “any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor.” (G.S. 115C-380)

### **Procedures**

#### **General Procedures**

1. Parents or guardians of students who are absent or late to school must provide written documentation to the schools’ data manager 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.

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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 ten (10) unlawful absences in a school year will be notified by mail and asked to meet with administration. 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 district attorney and 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. Administration has 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 by the start of the school day to be considered on time.
2. Students who leave the school prior to the end of the school day will be considered an early release, unless considered to be lawful for a medical need.
3. For every five instances where a child has been unlawfully late to school, they will be given one unexcused absence. The same will hold true for students removed from school prior to the end of the school day 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 in order for the absences to be considered lawfully absent.

### **Educational Opportunities**

**See the REQUEST FOR EXCUSED ABSENCE DUE TO AN EDUCATIONAL OPPORTUNITY form for information regarding a Education Opportunity.**

### **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.