ATTENDANCE EXPECTATIONS

The North Carolina Compulsory Attendance Law provides, in pertinent part, “every parent, guardian or other person in this State having charges or control of a child between the ages of 7 and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school shall be in session” (NC General Statue 115C-378)

In accordance with the North Carolina Compulsory Attendance Law, the Granville County

Schools Board of Education expects all students to be present at school each day and to be on time for classes, thus providing an opportunity to benefit maximally from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after graduation.

The school notifies the parents in writing when their child has taken the third, sixth, and tenth absence each semester. After 10 accumulated unexcused/unlawful absences in a semester, the principal or designee shall confer with the parents to determine if a ‘good faith’ effort has been made to comply with attendance rules. At the principal’s discretion, the district attorney is notified or a complaint is filed with the juvenile intake counselor if the student is between the ages of 7 and 16 (NC general Statue 115c-3780).

Students automatically fail a course if they miss more than eight days from a class. Students fail regardless of their reason for absence, but at the end of each semester, there is an appeals process. The student may appeal to the principal to waive this rule in the case of extreme hardship. Unexcused absences are not approved or waived.

ABSENCES: When a student is absent, he/she must bring a written excuse within three days of the absence from his/her parent stating the reason for absence. The note must contain the student’s full name, the date(s) of the absence(s), the reason for the absence, a phone number at which the parent may be contacted, as well as the parent’s signature. This note will be presented to the student’s first period teacher and an admit slip will be issued to the student. The student is then responsible for presenting the admit slip to each teacher throughout the day to verify his/her absence. All notes and admit slips will be turned in to the office by school personnel and kept on file.

According to the Granville County School Board, and the North Carolina State law, there are only eight lawful reasons for absence:

* Illness
* Quarantine
* Medical or dental appointment
* Court proceedings
* Religious observances
* Educational opportunity
* Suspension from school\*
* Death in immediate family \*(Lawful, but unexcused)

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In the case of lawful absences, the student will be permitted to make up missed work. The

student is responsible for requesting the assignments from the teacher, and returning them at a specified time. All work must be completed within two days for each day of absence.

In order for an absence to be excused for an educational opportunity, the student must have prior approval from the principal, upon receipt appropriate documentation of the educational value of the trip. Please note that NO PRIOR APPROVAL will be given for students to miss school during exam weeks.

CHECKING IN AND OUT OF SCHOOL By law, the school is responsible for the safety, health, and welfare of the students. Therefore, it is imperative that the school has knowledge of the comings and goings of the students during the day. For this reason, either a written parental consent or a parental telephone request must be made to the school in order for a student to be allowed to sign in late or check out early. Telephone verification will be made for all written early checkout requests. **Students will not be permitted to check out during the first 15 minutes and last 15 minutes of each class period.**

* In order to be counted present for a period, a student must be in the class for at

 least **51%** of the instructional time

* In order to be counted present, a student must be in attendance for at least **51%** of

the day

LATE ARRIVALS TO SCHOOL: If you arrive at school after 8:30 a.m., or are late to any class you must:

1. Report immediately to the front office.

2. Sign in and receive a Late pass.

3. Report immediately to class.

\*Students will not be admitted to class without a pass from the front office.

**Tardiness due to car trouble etc. for students driving or riding private transportation will be unexcused/unlawful tardiness, since bus transportation is provided.**

LATE BUS PASSES: If your bus arrives late, you must:

1. Report immediately to the front office.

2. Sign in and receive a Late Bus pass.

3. Report immediately to class. **\* Late bus is an excused tardy**

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**EARLY DISMISSALS:** Once you are on campus, you may leave only by checking out in the front office. It is hoped that student will not request permission to check out of school early unless it is absolutely necessary, since the student will miss valuable instructional time and the time missed will count as an absence from the classes missed. If you must leave early for a legitimate appointment, you must:

1. Bring a note from your parents. On the note, please include full

 name of student, date, parents’ telephone number, and the reason

 for checking out early

2. Take the note to the Office before 8:30 a.m.\*

3. Get early dismissal pass during breaks or lunch from the

 Attendance Office

4. Show pass to teacher and get permission to leave class

5. Sign out in the Office

6. Leave campus immediately after signing out. \*\*

\*\*Phone calls are not acceptable except in emergency situations. If you become ill at school, report to the Attendance Office. A parent or guardian must be contacted before you may leave campus.

Students, who fail to follow the checkout procedures, should expect disciplinary action. The absence will be counted as unexcused.

**In accordance with Granville County School Policy, South Granville High School operates a closed campus. Therefore students are not allowed to leave campus for lunch.**

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**TARDY POLICY:**

All teachers will stand at their doors during class changes. When the tardy bell rings, the classroom door will be closed and instruction will begin promptly.

The first 15 minutes and last 15 minutes of class are protected instructional times. Students will not be allowed to leave during those times.

1. After the tardy bell rings, any student who is not in class must report directly to

 class.

2. If a student enters class after the tardy bell and does not have an excused tardy

 pass from his/her previous teacher or administration, he/she will be marked

 tardy by the teacher.

3. Only students that are late arrivals to school should enter class with a tardy pass

 from the front office. Each pass should indicate whether or not a student has an

 excused or unexcused late.

1st unexcused tardy Document date

2nd unexcused tardy Conference with student ( Document date )

3rd unexcused tardy Conference with student – Parent/Guardian Contact

 Teacher must speak with parent ( Document date )

4th unexcused tardy Teacher assigned consequence ( Document date )

 If student does not show, referral to administration

Students that do not attend a teacher assigned consequence will be considered insubordinate, receive an administration referral and possibly be sent to CIL.

5th , 6th , 7th , etc. unexcused tardies will result in a Referral to administration for excessive tardies. Please include all documented dates for tardies, parent/guardian contact and consequences on first excessive tardy referral.

5th , 6th and 7th tardies that result in an administration referral will have a consequence of an assigned 30-minute after school detention with the assistant principals. Students will report to student services by 3:45. After school detentions will be held on Tuesday and/or Thursday of each week. If a student does not attend his/her after school detention he/she will be considered insubordinate and sent to CIL.

8th , 9th , 10th , etc. tardies will be considered insubordinate and sent to CIL.