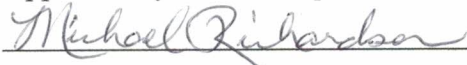


Haliwa-Saponi Tribal School Board Policy on STUDENT ATTENDANCE

Approved by Haliwa-Saponi Tribal School Board of Directors on March 16, 2017.



Haliwa-Saponi Tribal School Board of Directors Chair

Regular attendance is vital for a student's success at the Haliwa-Saponi Tribal School. Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Students are required to be in school for the full instructional day, as defined by the school in the student handbook, unless legally excused. Parents should make note of the school calendar and schedule vacations when school is out of session. Any interruption in a child's learning pattern often causes setbacks that are difficult to overcome.

Any student accumulating excessive unexcused absences, unexcused tardiness to school or unexcused early departures will be reported to the appropriate authorities as stated by North Carolina State School Board policy G.S. 115C-378.

The following reasons are considered to be legal reasons to be excused from school or class:

- **Illness or Injury (documented by a doctor's note if absent three or more days in a row.)**
- **Quarantine**
- **Death in the immediate family**
- **Medical or dental appointments**
- **Religious observances**
- **Court or administrative proceedings**
- **Absence related to deployment activities**
- **Educational opportunities (approval must be granted by an administrator one week prior to the absence.)**
- **School sponsored activity or exam**

Excessive Absences

It is expected that a child shall not miss more than eleven percent (11%) of the school year or this is considered an excessive amount of absenteeism. Parents who allow their child to exceed this amount of missed school may be processed with the Warren County Magistrate's office for failure to send their child to school as required by law. Students must provide documentation for legal excuses for absences (from the doctor, dentist, counselor, etc.) in order to avoid having the school file complaints against the parent.

Each quarter the attendance record will be reported on the student's report card. In grades 6-12, attendance will be taken by period. Students who miss more than 10 days in a semester class or who miss more than 20 days in a year long class will receive no credit for that class and the class will be

perceived as failed. Students who provide documents for legal absences may make up classes missed with the teacher after school.

Any student not in class when class begins will be counted as tardy. Any student in grades 6-12 missing more than 20 minutes of a period will be counted absent. Three times of tardiness will accumulate to equal one day of being absent.

Students in grades K-5 who miss more than 20 days of school for any and all reasons, even if this requirement exceeds legal requirements, will be retained, unless otherwise determined through our attendance committee.

A parent may request an attendance committee hearing to justify their child's excessive absences. Unusual circumstances leading to attendance violations can be brought before the committee for reconsideration of promotion. The attendance committee will consist of the principal, the classroom teacher, two other teachers, and at least one parent or legal guardian. All documentation that has been received by the school throughout the year will be reviewed by the committee and a decision will be made concerning promotion/retention. If the parent is not in agreement with the committee's decision they may follow the grievance procedure.

Perfect attendance: In order to qualify for perfect attendance, a student must be present for every instructional day, all day long, AND have no more than 3 days of tardiness for the year. Educational trips must be pre-approved by administration for students to be eligible for perfect attendance recognition.