

# ATTENDANCE

## Attendance policy

Sugar Creek Charter School staff believes there is a direct relationship between attendance and achievement. Students with good attendance achieve high grades, enjoy school, and learn positive habits that contribute to their academic, personal and occupational achievement.

It is the responsibility of all parents to ensure that their children attend school every day they are not ill.

### **Excused/Lawful Absences vs. Unexcused/Unlawful Absences**

**The following are considered excused/lawful absences and require proper documentation within 3 days of the absence:**

- **Illness or injury:** An illness or injury which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officers or the State Board of Health.
- **Death of family member:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Court or administrative proceedings:** Attendance at the proceedings of a court or an administrative tribunal if the student is party to the action or under subpoena as a witness.
- **Religious observances:** When the tenets of a religion to which a students and/or parents/guardians adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the student. More than two (2) religious observances require the approval of the Superintendent or designee.
- **Absences related to deployment activities:** A student whose parent/ legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian.

**\*\*\*All absences are considered unexcused/unlawful until the school receives a written excuse explaining the reason for the absence.\*\*\***

**Consequences for unexcused/unlawful absences:**

Number of unexcused absences	Absence Consequence
3 unexcused absences	<b>Warning-</b> there will be a call made to the Parent/ Guardian and your student's attendance will be reviewed as well as the attendance policy.
5 unexcused absences	<b>Make up time missed-</b> there will be a letter sent home and the student will be required to complete a grade appropriate recovery packet. This packet will be completed at school during the students scheduled lunch time. (Lunch Detention)
10 unexcused absences	<b>Meeting and possible legal actions-</b> the Parent/Guardian will be contacted by phone or by mail and will be required to come to the school for a mandatory meeting regarding the violation of the General Compulsory Attendance Law. If the absences cannot be justified the parent may be prosecuted according to <b>NCGS 115C-378</b> .
>10 unexcused absences	<b>Legal actions-</b> the School Attendance Review Board will determine whether the parent/ guardian has received proper notification regarding the students absences and if it is found that good faith effort to comply with the law has not been upheld, the Board will notify Social Services and the District attorney.

## **Tardiness**

Instruction at Sugar Creek Charter School begins promptly at 8:00 am, and it is critical that all students be prepared to begin at that time. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the School.

Any student, who arrives after 8:00 am, is considered tardy and must report to the school office before proceeding to the classroom. Students are tardy at 8:01 am. Please note that breakfast stops at 8:00am.

Any student that arrives after 8:00 am will not be able to eat breakfast.

**\*\*\*Any student that arrives to school after 8:15am must be accompanied by a parent, when signing in.\*\*\***

## **Changes in Transportation**

It is the responsibility of the parent to notify their child's teacher in writing of any changes in the student's transportation. Any changes in transportation made via phone must occur prior to 2:30pm. An administrator must approve emergency changes, including verbal arrangements, in transportation. Changes in bus transportation arrangements require a 7 day advance notice. Students can only ride the bus to which they are assigned on a regular basis. It is no longer possible to accommodate extra students on any bus.

## **ADMISSION, RE-ENROLLMENT, TRANSFERS**

### **Admission**

Sugar Creek Charter School is open to all children, on a space-available basis within each grade. The School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. If there are more applicants than available spaces, the school will hold an enrollment lottery. Once all available slots are filled, applicants will be placed on a waiting list. Students will be admitted from the waiting list as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.