

Attendance Policy revision 10

The goal of River Mill Academy is a 95% attendance rate for all students. All RMA students are required to be in attendance for at least 90% of the total school days each year. If a student is absent from school for more than 10% of the school days in a single academic year, or high school block semester, the principal or a committee established by the principal will consider whether the student's grades will be reduced or whether promotion or graduation will be denied because of the absences.

The principal or committee will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

- The student will not receive a passing grade for the semester;
- The student will not be promoted;
- The student's grade(s) will be reduced;
- The student will receive the grade(s) otherwise earned; or
- The student will be given additional time to complete the missed work before making a determination of the appropriate grade(s).

According to state law, a written note must be brought in and submitted to the homeroom teacher within three (3) days, for an absence to be considered EXCUSED.

Absences other than short-term illness and death in the family require additional documentation, or, in certain situations, prior approval of the principal. Students who have medical appointments should bring confirmation of the appointment in order for the absence to be considered excused.

"Prior approval" requires *one-week* written notice by the parent/guardian to the principal, *prior* to the first day the student proposes to miss school. The prior approval request must explicitly state the nature of the absence. With the exception of religious holidays, absences requiring prior approval – educational opportunity and immediate demands of the home – will be restricted to five (5) days each year. Absences granted this prior approval require that the student complete all work prior to the first day of approved absence. Work not completed, including quizzes and tests, will receive no credit. **Requests for prior approval for absences during End-of-Grade testing or final exams and End-of-Course testing will NOT be approved.**

Students must be fever free (without fever reducing medication) and vomit free for 24 hours before they may return to school. Please do not send your child to school if he/she is running a fever over **100** degrees. If your child begins to run a fever over 100 degrees, you will be called to come and pick up your child.

Excused absences (lawful) – Absences for the following reasons shall be classified as excused absences when the indicated documentation or approval is provided:

- A. Illness of the student – extended illness requires verification by a doctor who is licensed to practice medicine in North Carolina
- B. Medical or dental appointment – verification by doctor required
- C. Death in the immediate family
- D. Quarantine – a copy of quarantine order required by the State Board of Health or the Health Department
- E. Religious holiday – prior approval by principal required
- F. Court summons – verification by court system required
- G. Immediate demands of the home – prior approval by principal required
- H. Valid educational opportunity (travel) – prior approval by principal required

I. Suspension from school

Students are eligible for make-up work for excused absences (with the exception of out-of-school suspension, please see below) and are responsible for securing make-up assignments. Students will have three days for each day missed with a maximum of five days for make-up work. Make-up work not completed in the allotted time will result in a zero.

Unexcused absences (unlawful) – Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence shall be classified as unexcused.

Absences due to out-of-school suspension – Absences due to out-of-school suspension are considered involuntary absences for attendance accounting purposes and are not considered a violation of the compulsory attendance law. Absences due to out-of-school suspension are excused absences from school. **Students shall not receive credit for daily class work but shall be allowed to make up missed work such as homework and tests.**

All make-up work due to out-of-school suspensions must be made up within the specified time (three days for each day suspended with a maximum of five days for all make-up work). Make-up work not completed in the allotted time will result in a zero. Parents may pick up their student's assignments from the front office while their child is serving a suspension. Students who are suspended from school are not permitted on campus nor are they permitted to attend or participate in extra-curricular activities.

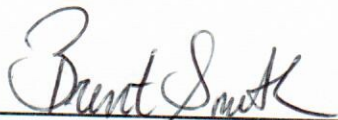
Individual class absences – Each nine (9) week grading period, students may not exceed five (5) individual class absences. A grade of 55 will be assigned until such time as the student and parent can resolve the attendance issue with the Attendance Appeals Committee, as described below. Parents and students should check report cards under Teacher Comments to see if the 55 grade was due to an attendance violation.

Attendance Appeals

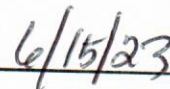
Each student's absences will be reviewed by the administration prior to report cards being issued. A school attendance policy appeals committee shall be established to hear appeals. This appeals committee shall consider student/family hardships and any extenuating circumstances, in addition to the student's attendance record. Parents and guardians will have the opportunity to appeal absences to the Attendance Appeals Committee. Parents and students must present documentation to the appeals committee justifying all class absences. **Appeals for absences which had no supporting documentation at the time of the absence will not be considered.** Parents are responsible for providing evidence that the excessive absences were lawful in accordance with the State Department of Public Instruction's School Attendance and Student Accounting Manual and school board policy. Violations of the attendance policy may result in the student being assigned a grade of 55, unless the grade earned was lower.

Attendance Policy

Approved by the River Mill Academy Board of Directors



Board Chairperson



Date