

Attendance

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent or person having control of a child between these ages enrolled in Union County Public Schools is responsible by law to make sure the child attends school on a regular basis during the time school is in session.

Class attendance is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. All absences will be coded unlawful in the computer until a written note is received from the parent or guardian. **Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unlawful.** Lawful absences are excused, but not automatically waived. (See Criteria to Waive Absences). Unlawful absences are unexcused. The absence will be coded and recorded accordingly:

CODE 1-LAWFUL --

1. Illness or Injury ***See Criteria to Waive Absences**
2. Death in the Immediate Family
3. Medical or Dental Appointments
4. Court, Administrative Proceedings, or Jury Duty
5. Religious Observances - a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal.
6. Educational Opportunity - prior approval by principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members.

CODE 2-UNLAWFUL -- All absences that are not classified as lawful.

CODE 3-SUSPENSION (OSS)

Students will not be counted absent from school when participating in school sponsored functions. School sponsored functions include scholarship interviews for high school students established through appropriate scholarship agencies or committees and the student must have PRIOR approval by the guidance department before attending interviews. When students miss classes for scholarship interviews, written documentation from the agency or committee must be furnished to the guidance department the next school day. Military induction interviews will be treated the same as scholarship interviews. Additionally, absences for job shadows and Career and Technical Education student or organization activities are not counted as absences from class or school.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. Students have two days to make up the work missed for each day absent. When arrangements are not made to complete the work the student will receive no credit.

Students who have an out-of-school suspension and students with unlawful absences and tardies are encouraged to make up all missed work, including daily work, major tests or projects and take semester exams.

Credit will not be granted for classes when absences for a student reach eight days for a semester long course and 15 days for a yearlong course. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate eight or 15 (or more) absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of eight or 15 (or more) absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal’s decision may be made to the Superintendent.

Principals will use the following criteria to waive absences:

1. Doctor’s letter describing an ongoing problem with a chronic illness, communicable disease or injury when the problem is in the beginning stages.
2. Usual and customary doctor and dental visits when documented with a note from the doctor or dentist within **three** days after returning to school.
3. Documented court appearances where the student specifically is required to appear in court.
4. Death in immediate family (mother, father, sibling, grandmother, grandfather, or legal guardian)
5. ***Parent’s notes are helpful when documenting absences; however, these notes do not necessarily mean absences will be automatically waived.**
6. The number of absences meeting the criteria in items #1 through 4 above will be subtracted from the total number of accumulated absences for the semester or year.
7. The school nurse may have input regarding medical conditions of students who do not have access to medical treatment or benefits. This will be done on an individual case basis.

Attendance Recovery

The Union County High School Attendance Recovery Process was designed to provide individuals an opportunity to make up instructional time due to excessive absences. Students who have a chance to pass a course academically, but are in danger of failing due to absences are the target population for this program.

Students who have accumulated more than **seven** excused or unexcused absences in any class must complete attendance recovery in order to receive credit for that class. Regardless of whether a student has a note for an absence, that absence is tallied into the total absences for each course. Please keep in mind that it is possible to accrue more absences in one class and not as many in another since we are on block scheduling. According to county policy, students may make up a maximum of 8 class periods with a maximum of 3 make-ups in any one class.

Bell Schedule

First Period	8:25 – 9:55
Second Period	10:00 – 11:30
Third Period.....	11:35 – 1:35
First Lunch (3A)	11:35 – 11:59
Second Lunch (3B)	12:07 – 12:31
Third Lunch (3C)	12:39 – 1:03
Fourth Lunch (3D).....	1:11 – 1:35
Fourth Period.....	1:40 – 3:20