

I. Elementary (Grades K-5) Guidelines

Any student in an elementary school who misses more than eighteen (18) school days shall be referred to the principal (or designee) for possible retention unless the Appeals Process set out in Board Policy 3420 is followed. The Appeals Process will include mandatory parent conferences after ten (10) and fifteen (15) absences.

1. Tardies and Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. All tardies and early dismissal will be addressed on a school-by-school basis. However, at the fifth (5th) unexcused tardy or early dismissal, the school will notify the parent/guardian using the parent notification system with the principal's prerecorded message, reminding the parent/guardian of the time that school starts and the Asheville City Schools policy regarding tardiness. At the tenth (10th) unexcused tardy or early dismissal, the student and his/her parent/guardian will be contacted by using the district's tardy form letter (see sample letter attached) and will be required to meet with the principal (or designee) to discuss the school board policy regarding tardiness and attendance. At the eighteenth (18th) unexcused tardy or early dismissal, a parent/guardian will be contacted by using the district's tardy form letter and the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. Tardiness is defined in section F of policy 4400. (Lawful tardies and lawful early dismissals will be for the same reasons as listed under Section C.2 of Policy 4400.) See Court Procedures attached.

II. Middle School (Grades 6 - 8) Guidelines

Any student in a middle school who misses more than eighteen (18) school days shall be referred to the principal (or designee) for possible retention unless the Appeals Process set out in Board Policy 3420 is followed. The Appeals Process will include mandatory parent conferences after ten (10) and fifteen (15) absences.

1. Tardies and Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. All tardies and early dismissal will be addressed on a school-by-school basis. However, at the fifth (5th) unexcused tardy or early dismissal, the school will notify the parent/guardian using the parent notification system with the principal's prerecorded message, reminding the parent/guardian

of the time that school starts and the Asheville City Schools policy regarding tardiness. At the tenth (10th) unexcused tardy or early dismissal, the student and his/her parent/guardian will be contacted by using the district's tardy form letter (see sample letter attached) and will be required to meet with the principal (or designee) to discuss the school board policy regarding tardiness and attendance. At the eighteenth (18th) unexcused tardy or early dismissal, a parent/guardian will be contacted by using the district's tardy form letter and the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. Tardiness is defined in section F of policy 4400. (Lawful tardies and lawful early dismissals will be for the same reasons as listed under Section C.2 of Policy 4400.) See Court Procedures attached.

2. Attendance requirements that relate to Policy 3621, *School-Sponsored Extra-Class Activities* are not superseded by these procedures.

III. High School (Grades 9 - 12) Guidelines

1. Tardies and Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. All tardies and early dismissal will be addressed on a school-by-school basis. However, at the fifth (5th) unexcused tardy or early dismissal, the school will notify the parent/guardian using the parent notification system with the principal's prerecorded message, reminding the parent/guardian of the time that school starts and the Asheville City Schools policy regarding tardiness. At the tenth (10th) unexcused tardy or early dismissal, the student and his/her parent/guardian will be contacted by using the district's tardy form letter (see sample letter attached) and will be required to meet with the principal (or designee) to discuss the school board policy regarding tardiness and attendance. At the eighteenth (18th) unexcused tardy or early dismissal, a parent/guardian will be contacted by using the district's tardy form letter and the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. Tardiness is defined in section F of policy 4400. (Lawful tardies and lawful early dismissals will be for the same reasons as listed under Section C.2 of Policy 4400.) See Court Procedures attached.

Note: two types of attendance records are kept at the high school level for each student: 1) *class attendance* and 2) *daily attendance*. Class attendance is defined as a student's presence in class for at least two-thirds of the class period. The teacher's grade book is the official record of class attendance. Daily attendance is defined as the student being present in school for at least one-half of the school day. The computer printout generated by the Student Information System in the school attendance office is the official record of daily attendance at school.

2. To receive credit for a course, a student must not have more than five (5) unlawful class absences per semester. Both class attendance and daily attendance are counted when calculating this figure. Out-of-school suspensions do not count as absences for course credit.
3. A student serving an in-school suspension or participating in an approved school sponsored activity is not considered absent from his/her classes, provided they meet the definition of "attendance" in section A of Policy 4400.
4. If a student exceeds five (5) unlawful absences, but earns a passing average for the course:
 - a. The student may earn credit through an approved program or district summer school or another approved program.
5. If a student is absent from a class due to an unlawful absence, the student is responsible for the material missed, but no attendance credit will be given. A student who is serving a short-term suspension or temporary suspension will be given the opportunity to take any exams missed and may make up work missed and receive credit for the work.
6. Students who are not in school for at least one-half of the day cannot participate in any activities after school that day/evening.
7. Attendance requirements that relate to Policy 3621, *School-Sponsored Extra-Class Activities* are not superseded by these procedures.

IV. Attendance Procedures for Absence Waivers

In some cases, parents/students may request a waiver for some excused absences that exceed number of total absences allowed by Asheville City Schools Board of Education for promotion/credit. Waived absences are still recorded as absences on the student record, but do not count against the student for promotion standards or athletic eligibility. The following documented reasons will be considered when determining absence waivers:

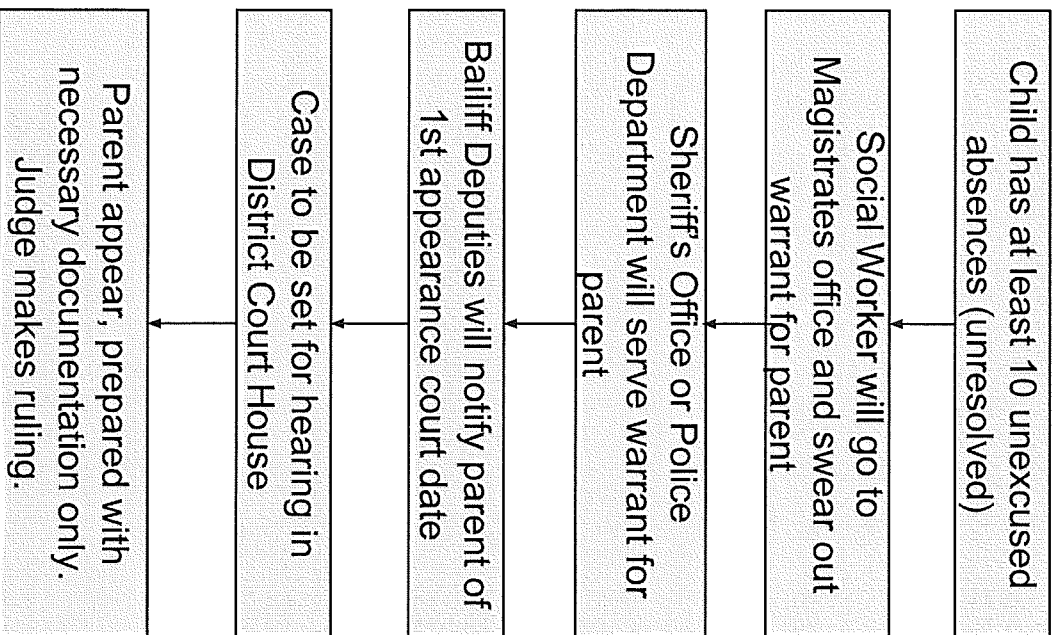
1. **Chronic illness:** Requires a doctor's note that includes explanation of the illness, specific days missed from school and the duration of the chronic illness. Parent notes may be accepted if there is a clear doctor's note stating that the student may not be seen every time an episode occurs, i.e. debilitating migraines, asthma attacks, etc.
2. **Acute Illness:** An illness of 5 or more days due to acute illnesses such as, influenza, etc. Doctor's notes must be provided for all days missed.
3. **Death in an Immediate Family:** Up to 3 days may be waived. Obituary/service program must be provided.

4. Court appearances: Only waived if student is subpoenaed as a witness in a court case. Court appearances for involvement in criminal activity will not be waived.
5. Other: Compelling circumstances may be considered on a case by case basis.

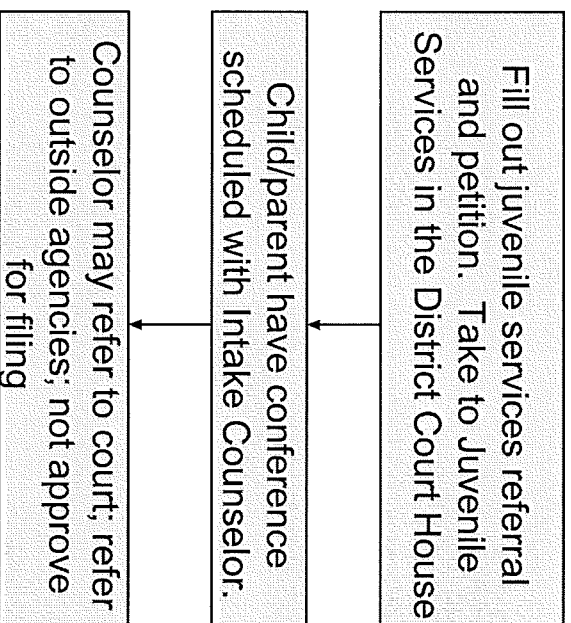
A Request for Absence Waiver application must be completed and submitted to the attendance team with the required documentation and a signed release of information for the appropriate sources of documentation (see Request application forms attached for Asheville City Schools, Asheville High School and SILSA). The attendance team will review the application and make recommendations to the principal regarding the number of days waived. Parent/students will receive written decision from the principal regarding any make-up work or make-up study sessions required, or other requirements as determined by the attendance team or principal. Each school will establish an attendance make-up program consistent with requirements of Policy 4400, Attendance.

Revised: October 17, 2007
August 27, 2017

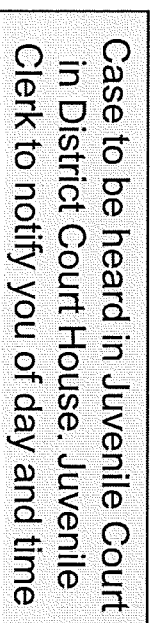
Court Procedures



TO CHARGE CHILD:



IF REFERRED TO COURT:



SAMPLE

Isaac Dickson Elementary

125 Hill Street
Asheville, NC 28801-2545

September 5, 2017

To the Parent/Guardian of _____

NOTICE OF 10 OR MORE UNEXCUSED TARDIES FROM SCHOOL (2L=Unexcused Tardy)

We are sending you this letter to provide you with formal notice of your daughter's attendance. As of September 5, 2017, our records show the total number of unexcused tardies as 4

The dates of the tardies are: 08/30/2017 | 08/31/2017 | 09/01/2017 | 09/05/2017

All tardies and early dismissal will be addressed on a school-by-school basis. However, at the fifth (5th) unexcused tardy or early dismissal, the school will notify the parent/guardian using the parent notification system with the principal's prerecorded message, reminding the parent/guardian of the time that school starts and the Asheville City Schools policy regarding tardiness. At the tenth (10th) unexcused tardy or early dismissal, the student and his/her parent/guardian will be contacted by using the district's tardy form letter and will be required to meet with the principal (or designee) to discuss the school board policy regarding tardiness and attendance. At the eighteenth (18th) unexcused tardy or early dismissal, a parent/guardian will be contacted by using the district's tardy form letter and the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. Tardiness is defined in section F of policy 4400.

When students arrive to school late they must report to the office before going to class.

The purpose of this notification is to make sure parents know what our records show and to have clear communication about the importance of good attendance. Thank you for your prompt attention and understanding to this matter. If you wish to discuss your child's attendance further please call the school at (828) 350-6800.

Sincerely,

Brad Johnson, Principal

Isaac Dickson Elementary Social Worker: Abigail Owolabi

Revised: September 13, 2017



**ASHEVILLE CITY SCHOOLS
REQUEST FOR ABSENCE WAIVER 2017-2018**



To have absences considered for waiver by the Asheville City Schools Attendance Committee, you and your parent/guardian must complete the following information.

1. Turn in all absence documentation (Doctor's notes, obituaries, court documents, etc...) to the main office
2. Complete the form below.
3. Make sure your parent/guardian has signed the **Consent for Release of Information** on the back of this form **if this is a request due to health issues.**
4. Check the category of your absence(s) and complete dates and absence information.
5. Return this completed form to your counselor in the counseling office, who will present the request for waiver to the attendance committee.
6. Attendance Waiver Requests without documentation will not be considered.

Student Name: _____
Grade: _____

Student Number: _____
Date of Request: _____

I AM REQUESTING THE ABSENCES LISTED BELOW BE WAIVED FOR THE FOLLOWING DOCUMENTED REASONS:

_____ **Chronic Illness:** Examples include asthma, diabetes, debilitating migraine headaches, and cancer treatments. You must provide a doctor's note that includes an explanation of the chronic illness, & specific days missed from school due to the chronic illness. ****Students with ongoing chronic health issues must provide doctor documentation AT THE BEGINNING OF EVERY SCHOOL YEAR.**

_____ **Acute Illness:** Examples include emergency illnesses requiring hospitalization and/or surgery. Doctor and/or hospital documentation must be provided.

_____ **Death in Immediate Family:** Up to 3 days will be waived. Student should provide a copy of the obituary or service program.

_____ **Court Appearances:** Days a student is subpoenaed as a witness may be waived. Court appearances for involvement in criminal activity will not be waived. Ask court officials for a letter verifying the date you were subpoenaed to attend court.

_____ **Religious Holidays:** Please bring a note from parents or religious official regarding religious holidays.

_____ **Other:** Other absences will be considered by the Attendance Committee for compelling reasons on a case by case basis. Parents/guardians should provide all available documentation.

Dates requested for waiver: List dates and circle periods missed. If more room is needed please use the white space to the side.

DATES

Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied
Date of Absence: _____	1st	2nd	3rd	4th	[] all day	() Approved	() Denied

Student Signature: _____

Parent/Guardian Signature: _____

ATTENDANCE COMMITTEE NOTES:

Date of Review: _____

Attendance Committee Representative: _____



**ASHEVILLE HIGH SCHOOL
REQUEST FOR ABSENCE WAIVER 2017-2018**



To have absences considered for waiver by the Asheville High School Attendance Committee, you and your parent/guardian must complete the following information for all ABSENCES greater than 5:

1. Turn in all absence documentation (Doctor's notes, obituaries, court documents, etc...) to the main office
2. Complete the form below.
3. Make sure your parent/guardian has signed the **Consent for Release of Information** on the back of this form **if this is a request due to health issues.**
4. Check the category of your absence(s) and complete dates and absence information.
5. Return this completed form to your counselor in the counseling office, who will present the request for waiver to the attendance committee.
6. Attendance Waiver Requests without documentation will not be considered.

Student Name: _____

Student Number: _____

Grade: _____

Date of Request: _____

I AM REQUESTING THE ABSENCES LISTED BELOW BE WAIVED FOR THE FOLLOWING DOCUMENTED REASONS:

_____ **Chronic Illness:** Examples include asthma, diabetes, debilitating migraine headaches, and cancer treatments. You must provide a doctor's note that includes an explanation of the chronic illness, & specific days missed from school due to the chronic illness. ****Students with ongoing chronic health issues must provide doctor documentation AT THE BEGINNING OF EVERY SCHOOL YEAR.**

_____ **Acute Illness:** Examples include emergency illnesses requiring hospitalization and/or surgery. Doctor and/or hospital documentation must be provided.

_____ **Death in Immediate Family:** Up to 3 days will be waived. Student should provide a copy of the obituary or service program.

_____ **Court Appearances:** Days a student is subpoenaed as a witness may be waived. Court appearances for involvement in criminal activity will not be waived. Ask court officials for a letter verifying the date you were subpoenaed to attend court.

_____ **Religious Holidays:** Please bring a note from parents or religious official regarding religious holidays.

_____ **Other:** Other absences will be considered by the Attendance Committee for compelling reasons on a case by case basis. Parents/guardians should provide all available documentation.

Dates requested for waiver: List dates and circle periods missed. If more room is needed please use the white space to the side.

DATES

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Student Signature: _____

Parent/Guardian Signature: _____

ATTENDANCE COMMITTEE NOTES:

Date of Review: _____

Attendance Committee Representative: _____



To have absences considered for waiver by the SILSA Attendance Committee, you and your parent/guardian must complete the following information for all ABSENCES greater than 5:

1. Turn in all absence documentation (Doctor's notes, obituaries, court documents, etc...) to the main office
2. Complete the form below.
3. Make sure your parent/guardian has signed the **Consent for Release of Information** on the back of this form **if this is a request due to health issues.**
4. Check the category of your absence(s) and complete dates and absence information.
5. Return this completed form to your counselor in the counseling office, who will present the request for waiver to the attendance committee.
6. Attendance Waiver Requests without documentation will not be considered.

Student Name: _____

Student Number: _____

Grade: _____

Date of Request: _____

I AM REQUESTING THE ABSENCES LISTED BELOW BE WAIVED FOR THE FOLLOWING DOCUMENTED REASONS:

_____ **Chronic Illness:** Examples include asthma, diabetes, debilitating migraine headaches, and cancer treatments. You must provide a doctor's note that includes an explanation of the chronic illness, & specific days missed from school due to the chronic illness. ****Students with ongoing chronic health issues must provide doctor documentation AT THE BEGINNING OF EVERY SCHOOL YEAR.**

_____ **Acute Illness:** Examples include emergency illnesses requiring hospitalization and/or surgery. Doctor and/or hospital documentation must be provided.

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_____ **Court Appearances:** Days a student is subpoenaed as a witness may be waived. Court appearances for involvement in criminal activity will not be waived. Ask court officials for a letter verifying the date you were subpoenaed to attend court.

_____ **Religious Holidays:** Please bring a note from parents or religious official regarding religious holidays.

_____ **Other:** Other absences will be considered by the Attendance Committee for compelling reasons on a case by case basis. Parents/guardians should provide all available documentation.

Dates requested for waiver: List dates and circle periods missed. If more room is needed please use the white space to the side.

DATES

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Date of Absence: _____ 1st 2nd 3rd 4th [] all day () Approved () Denied

Student Signature: _____

Parent/Guardian Signature: _____

ATTENDANCE COMMITTEE NOTES:

Date of Review: _____

Attendance Committee Representative: _____