

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.

A. ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be excused for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. emergency medical or dental appointment or such an appointment which has been approved in advance by the principal;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel, with prior approval by the principal.
8. Principal discretion.

Extended illnesses generally require a statement from a physician.

In the case of excused absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- field trips sponsored by the school;
- school-initiated and scheduled activities;
- athletic events requiring early dismissal from school; or
- in-school suspension.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Field Trips – Grades K-5

- Field trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and the state of the economy.
- All trips should come as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.
- Duplication of field trips across grade levels is not allowed two years in succession.
- Only one field trip per grade level requiring bus transportation will be planned. The entire grade level will participate.
- Shopping sprees on field trips are not allowed.
- All students must have signed permission slips to participate in all field trips (including walking trips).

- Any questions or problems concerning field trips that do not meet policy guidelines should be submitted to the superintendent for a decision.
- All field trips will be evaluated according to policy by the principal and the superintendent for approval or disapproval.

NOTE: All trips shall be described on the form entitled *Principal's Request for Extra Transportation*. These forms are available in the principal's office.

Field Trips – Grades 6-8

- Trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and state of the economy.
- All trips should develop as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.
- Duplication of field trips across grade levels is not allowed.
- In-county field trips across grade levels are not allowed.
- In-county field trips are encouraged as opposed to out-of-county trips as long as the trip meets the requirements of guidelines.
- Shopping sprees on field trips are not allowed.
- A trip to Raleigh is recommended for the eighth grade.
- A seventh grade trip may be considered appropriate. Strong consideration should be given to Winston-Salem (Old Salem).
- Band and chorus activities should be limited to those events which are curriculum related.
- All field trips will be evaluated according to policy by the principal and the superintendent for approval or disapproval.

- All students must have signed permission slips to participate in all field trips (including walking trips).

NOTE: All trips shall be described on the form entitled *Principal's Request for Extra Transportation*. These forms are available in the principal's office.

Field Trips – Grades 9-12

- Trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and the state of the economy.
- All trips should come as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.
- Shopping sprees on field trips are not allowed.
- All students must have signed permission slips to participate in all field trips (including walking trips).
- Any questions or problems concerning field trips that do not meet policy guidelines should be submitted to the board of education and/or superintendent for a decision.
- If no local funds are available, the classroom teacher will assume the responsibility for obtaining the money for gas through parent donations. (No fund raising activities)
- When possible, field trips should be planned for teacher workdays and/or weekends.
- No student drivers in private cars will be allowed for field trips.
- Adult chaperones should be provided for every seventeen students for out-of-county trips.
- An overnight trip must have the approval of the superintendent and/or local board of education.

- All field trips will be evaluated according to policy by the principal and the superintendent for approval or disapproval.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

High School Attendance Policy

High school students can have no more than eight unexcused absences in a class per semester. Any student with excessive absences will be required to appear before an Attendance Appeals Committee to determine if absences are valid.

Middle School Attendance Policy

Step One

- At 10 ~~3, 6, and 10~~ absences letters are sent to parents, the parents and child ~~would have to meet before the Attendance Appeals Committee~~ Any student with excessive absences will have to meet with the Student Assistance Team:

Administrator
____ School Social Worker
____ Guidance Counselor
____ School Resource Officer
____ One Team Teacher

Step Two

- At 15 absences, the parents will receive a letter from the administration to reiterate the consequences/procedures for 20 or more absences.

Step Three

- ~~The Attendance Appeals Committee will individually review students who have missed more than 20 total days (excused and unexcused) at the end of the year. At this time, possible retention may be determined.~~

A doctor's note may be required if the student is absent three days in a row. Teachers must daily complete attendance reports for the Student Information Management System (SIMS) **NCWISE**.

E. TARDINESS

Each school will establish a fair and consistent tardy policy for all students. Each student will be notified of the policy at the beginning of the school year. Any questions or concerns about the policy should be directed to the principal.

~~E. CLASS CREDIT~~

~~Any student who violates the attendance policy and does not pass attendance appeals will receive a course grade of no higher than 65 and no credit will be awarded for the course.~~

Legal References: G.S. 115C-47, -84, -288(a), -378 to -383

Cross References:

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Amended: June 3, 2002
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Updated:

It is the desire and intent of the board of education to actively involve the citizens of Montgomery County in the operation of the schools. We believe in citizen advisory committees as the methods to gain participation of the people in the education of their children.

A. ORGANIZATION

There will be eleven advisory committees to serve the following attendance areas and schools:

1. Candor Elementary
2. Green Ridge Elementary
3. Mt. Gilead Elementary
4. Star-Biscoe Elementary
5. Troy Elementary – Grades Pre-Kindergarten - 2
6. Page Street Elementary – Grades 3-5
7. East Middle
8. East Montgomery High
9. West Middle
10. West Montgomery High
11. Montgomery Learn Academy

Where two schools serve one attendance area, the advisory committees of both schools may, by joint decision and approval of the board, merge to form one committee for both schools.

Each committee will consist of not less than five or more than seven members.

Members will be recommended for appointment through the cooperative agreement of the school board member representing that district, principal and local school committee. Final appointment will be made by the board of education acting in regular session.

Members will be appointed to a three-year term and will be restricted to serving no more than two consecutive terms on any respective committee. In the event a vacancy exists, the board shall appoint a replacement, as provided in Section 3, to complete the unexpired term. Completion of an unexpired term will not count in the

limitation of two consecutive terms provided the appointment to an unexpired term is for two years or less.

Regular terms will begin on July 1 of the appointment year and end on June 30 of the third year.

New appointments should be made by the board at its regular meeting in April or May.

Members are expected to attend the committee's regular and called meetings during each year.

The board requires that each committee will meet at least four times during the year and in addition, as often as each committee desires.

The superintendent will be responsible for communicating with committee members regarding appointments, term of office and expressions of appreciation for service. Each committee will be notified in January of each year as to which members' terms expire in June of that year.

B. DUTIES AND RESPONSIBILITIES

Each committee will set meeting dates each year for regular meetings, at which time it will meet with the principal or principals of the schools it represents.

The public will be informed about the proposed meeting by any means of communication available: newspaper, radio, television, or by notes carried home by the children. The responsibility of notifying the P.T.A./P.T.O. president and generally promoting the meeting will be vested in the school principals.

Every effort will be made to inform the public as to whom the committee members are in each district in order that complaints or criticisms might be efficiently received. The principal should accept the major responsibility in this area. The local newspapers will be requested to carry activities of the advisory committee as news articles.

The committee should hear reports from the principal on matters, such as: monthly financial report, new programs, teaching staff problems, conditions of buildings and grounds, parent-teacher activities or any other school related activity in which the committee might have interest.

The committee will be the “sounding board” of the school principal and will keep the principal informed of developments that may be injurious to the welfare of the school and its pupils.

The board of education may not, under the statutes, delegate its legal responsibilities. Therefore, the duty of electing teachers and principals is reserved by the board. All personnel matters should be referred through appropriate channels by first advising the principal and, if necessary, the superintendent.

C. MEMBERSHIP RESTRICTIONS

Employees of Montgomery County Board of Education shall be ineligible for membership on a local school advisory committee.

Each committee will be composed of members who as nearly as possible reflect the ethnic composition of the community served.

Each committee member will reside in the district which he or she represents.

Where a conflict in membership exists, corrections will be made as new appointments are approved by the board.

D. ATTENDANCE AT BOARD MEETINGS

All general meetings of the Montgomery County Board of Education are open to the public. Advisory committee members are encouraged to attend board meetings if they so desire.

When a particular concern is to be discussed with the board, the local committee is requested to notify the superintendent and ask to be placed on the board’s agenda for the next regular meeting.

Legal Reference: G.S. 115C-70

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