



Mallard Creek High School Attendance Recovery Process

The North Carolina compulsory attendance statute requires that every child in the state between the ages of seven (or younger, if enrolled) and 16 attend school every day school is in session. Regular attendance by every student is mandatory. Parents, custodians and legal guardians are responsible for ensuring that students attend and remain at school daily. Principals will ensure that parents and students are notified of the school's attendance plan at the opening of school.

For the 2022-23 school year the following CMS board policy JHBB-R (Regulation) Attendance Monitoring/Accounting has been reinstated.

1. Students must be present for at least 50% of the class (45 minutes) in order to be counted present for that class period.
2. High school students absent from eleven class periods will receive a grade of F for that particular course. **This rule applies to all absences, whether excused or unexcused.**
3. Each school shall develop procedures for students to make up for excessive class absences. Students may appeal the decision in this regard according to procedures established by the principal. The principal's decision on the appeal is final.

MCHS students who violate the CMS board attendance policy must follow the MCHS Attendance Recovery process.

- Students, parents, teachers, administrators, counselors and coaches will be notified when a student reaches the fifth absent as a warning. Support can be provided, if needed, at any point in the process.
- Students must make up 60 minutes per absence per class over the tenth absence to receive credit in the class.
- **Once an athlete has reached their tenth absence, the student must make up their time in order to be eligible to play sports.**
- An [appeal form](#) can be submitted for review by the attendance committee. (*please see the appeal criteria below.*)
- 1 hour time recovery sessions are held weekly on Monday, Tuesday and Thursday from 2:30pm-3:30pm. (students must stay until 3:30 to receive full credit)
- **STUDENTS ARE NOT ALLOWED TO MAKE UP TIME WITH TEACHERS OR COACHES.**

The following excused absences will ONLY be considered for the appeal process which will also require documentation:

- Extended Illness or Injury of student (hospitalization)
- Religious Observances
- Educational Opportunities
- Court/Judicial Proceedings.

In order to complete the appeal process- the following steps must be completed and submitted to Mrs. Conley within 7 (seven) days after receiving notice of the attendance violation.

1. Documentation to support the absence.
2. A 1-2 page typed letter on **How absences impact your learning and the impact on your teachers.**
3. A written character reference from 2 (two) of your current teachers.

A decision on the appeal will be made and communicated to the student and parent via email no later than 14 days after submission.