

New Castle County Vocational Technical School District Attendance Policy

School attendance has been identified as an important issue by our administrators, faculty, and by the employers who support our cooperative work and career programs. We are concerned about students who miss too many school days, even when absences are legitimately excused. Attendance and achievement are clearly linked, and poor attendance often equals poor grades and school failure.

Since our schools utilize a Block Schedule, with many students in 90-minute classes that end after 90 days or one semester, class attendance becomes even more crucial to student success. Each class missed in a semester course is equivalent to missing two class periods. Therefore, students cannot afford to be absent from class without experiencing consequences to their learning and their grades.

The NCCVT District Attendance Policy places a higher level of responsibility on the student, enhances employability, and supports new learning. The policy emphasizes our commitment to fairness, consistency, and accountability. The essential elements of the NCCVT School District Attendance Policy are:

1. When students are absent from school, parents/guardians will be notified by the school, either personally by phone or through the *Alert Now* telephone system, by 9:30 a.m.
2. After the student reaches a specific number of period absences, parents are notified by letter that the student is in danger of receiving no credit (NC) for one or more of his/her courses. (A period absence is defined as missing more than 30 minutes of a 45-minute class period.) It is recommended that when a student reaches this number of absences in an individual course, the teacher will make contact with the parent/guardian (email or phone call). The specific number of period absences is:
 - ½-credit course – 4 periods absent
 - 2-credit course – 18 periods absent
 - 1-credit course – 9 periods absent
 - 3-credit course – 27 periods absent
3. After the student reaches a specific number of period absences in a course, parents are notified by letter and by phone call that the student is denied CREDIT for the course. The student will continue to receive a numerical grade for the course; however, the numerical grade will NOT be shown on the Interim Progress Report or Report Card. The letters “NC,” signifying that No Credit has been earned, will be used in place of the grade. The GPA will not be affected until after the NC status has been resolved. The specific number of period absences is:
 - ½-credit course – 9 periods absent
 - 2-credit course – 36 periods absent
 - 1-credit course – 18 periods absent
 - 3-credit course – 54 periods absent
4. Documented administrative absences will not count towards loss of credit. These are defined as:
 - School-approved activities, athletic events, or field trips
 - Religious holidays
 - Death of an immediate family member
 - Documented court appearances
 - Documented nurse or wellness center visits
 - Documented medical leave, deferred rolls, or homebound instruction – medical leave is defined as outpatient treatment or surgery, which require the student to be absent from school.

The following policy was approved by the NCCVT Board of Education on July 28, 2008.

5. If a student on NC status has a passing grade in the course, he/she may submit an appeal in writing to get the credit reinstated. The appeal must be submitted, at the latest, within 5 school days of the end of the course. The student will explain why he/she should receive credit for the course.
 - The decision will be made in a timely manner.
 - The committee that reviews the appeal may include, but not be limited to, a building administrator, guidance counselor, and attendance clerk.
6. Students who did not submit an appeal or are denied credit after an appeal may take a Pass/Fail 90-minute Employability Workshop to recover the credit for each course up to a maximum of 4 courses over their 4 years of high school (Workshops - Employability 1, Employability 2, Employability 3, and Employability 4).
7. Alternative means of recovering credit are as follows, with final grades awarded consistent with existing District policy:
 - Summer school
 - After-school alternative program
 - Online make-up course
 - Retaking the course for original credit