



July 24, 2025

To: All Staff of the Schools managed by The Roger Bacon Academy

From: Classical Charter Schools of America

Memo: Parent Student Handbook Amendment #0250724

Page 18: Attendance

Attendance

- **Absence, Excused and Unexcused**

All children are expected to be at school each day unless they are ill or there is an emergency. In compliance with the North Carolina Compulsory Attendance Law (G.S. 115C-378) all absences require parental documentation explaining the child's absence.

Three Unexcused Absences

A notification will be sent to families when a student has missed 3 days of school without valid documentation, such as a doctor's note.

Five Unexcused Absences

A second notification will be sent if a student reaches 5 days of undocumented absences, meaning no documentation has been submitted from a healthcare practitioner.

Ten or ~~M~~ore ~~U~~nexcused ~~A~~bsences

Will~~may~~ result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorney's office and the Director of Social Services in the county in which the child resides.

Fifteen or More Total Absences

It is the policy of the Classical Charter Schools of America Board of Trustees that any student with more than 15 absences (~~excused or unexcused,~~) may be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

Twenty Five or More Total Absences

If a student misses a combination of ~~25~~~~twenty-five~~ excused or unexcused absences, he or she may be returned to the traditional school system~~and can reapply the following school year.~~

Submitting Absence Documentation

If your child is absent from school, please send a note or email to your child's teacher stating the reason for the absence. Notes should be received at school no later than 2 days after the absence.

- No more than ten school days per semester will be excused based on parent notes.
- Future absences due to personal illness, injury, or medical/dental appointments will require a healthcare practitioner's statement or court documentation to be excused.
- Undocumented absences cannot be excused.

Students who are absent for family, church trips or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused. Requests for absences for an educational opportunity should be submitted, in writing, to School administration at least five days in advance of the anticipated absence. The request should include the learning objective of the opportunity and how the objective links to educational standards.

These absences are excused but still count in the maximum number of days allowed. School work missed during approved educational leave, as well as the grade specific travel assignment, are due to the teacher within one week of return. If work is not submitted, the absences may be coded as unexcused.

Page 33: Uniform Policy

| Classical Charter Schools of America Uniform Requirements, Girls | | | |
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| Please click the link for each Clothing Category or visit ShopRBA.school , the official uniform store for CCS-America, to view acceptable uniform items and accessories. | | | |
| Clothing Category | Types | Description | Color |
| Tops | Shirts | Unisex Polo, Oxford Dress Shirt or Peter Pan Collar Blouse acceptable, short or long sleeve, tucked in at all times. | White/ Navy |
| Bottoms | Jumpers | Plain, knee-length or longer. (Note: Polo dresses are no longer permitted as of July 1, 2024). | Khaki (Note: Navy bottoms are no longer permitted as of July 1, 2024). |
| | Skirts | | |
| | Skorts | | |
| | Shorts | Plain, knee-length shorts with belt. Cargo shorts are not permitted. | |
| | Pants | Plain, straight-leg pants with belt. Denim, cargo pants, and form-fitting spandex material are not permitted. Sweatpants are only allowed on PE day and must be loose fitting. | |

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| Outerwear | Jackets, Sweaters, & Sweatshirts | Uniform colors only when worn in classroom. All outerwear worn in the classroom must be plain navy, free of designs, and without a hood. Hats must be removed before entering the classroom. Plain—no designs. Hooded jackets and hoodies will no longer be allowed to be worn in the classroom beginning July 1, 2024. | Navy |
| Accessories | Belt | Must be worn with pants and shorts at all times. Plain – no designs. | Khaki, Brown |
| | Socks, Stockings, & Leggings | Plain – no designs. Leggings may only be worn as an accessory under uniform bottoms. | White, Black, Navy , Khaki |
| | Shoes | Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs, sandals, platform or high heel shoes are prohibited. | Casual dress or Athletic |
| PE Uniform | Tops | Will be worn to school on designated days only. | CCS of America Authorized |
| | Bottoms | (Note: Only CCS-America logo PE Uniforms are permitted as of July 1, 2024). | CCS of America Authorized |
| Dress for Success | Optional for Special Events | White Peter Pan Collar Blouse, Jumper, Solid Red Cross Tie, V-Neck Cardigan Sweater (accessory) | CCS of America Authorized |

Classical Charter Schools of America Uniform Requirements, Boys

Please click the link for each Clothing Category or visit [ShopRBA.school](#), the official uniform store for CCS-America, to view acceptable uniform items and accessories.

| Clothing Category | Types | Description | Color |
|-------------------------|--------|---|---|
| Tops | Shirts | Unisex Polo, Oxford Dress Shirt acceptable, long or short sleeve, tucked in at all times. | White/ Navy |
| Bottoms | Shorts | Plain, knee-length shorts with belt. Cargo shorts are not permitted. Athletic leggings may only be worn under the PE Uniform. | Khaki (Note: Navy bottoms are no |

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| | Pants | Plain, straight-leg pants with belt. Denim, cargo pants, and form-fitting spandex material are not permitted. Sweatpants are only allowed on PE day and must be loose fitting. | longer permitted as of July 1, 2024). |
| Outerwear | Jackets, Sweaters, & Sweatshirts | Uniform colors only when worn in classroom <u>All outerwear worn in the classroom must be plain navy, free of designs, and without a hood.</u> Hats and hoods must be removed before entering the classroom. Plain – no designs. Hooded jackets and hoodies will no longer be allowed to be worn in the classroom beginning July 1, 2024. | Navy |
| Accessories | Belt | Must be worn with pants and shorts at all times. Plain – no designs. | Khaki, Brown |
| | Socks | Plain – no designs. | White, Black, Navy |
| | Shoes | Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs, and sandals, are prohibited. | Casual dress or Athletic |
| PE Uniform | Tops | Will be worn to school on designated days only. Athletic leggings may only be worn under the PE Uniform. | CCS of America Authorized |
| | Bottoms | (Note: Only CCS America logo PE Uniforms are permitted as of July 1, 2024). | CCS of America Authorized |
| Dress for Success | Optional for Special Events | White Oxford Dress Shirt, Khaki Pants, Solid Red Tie, Classic School Blazer (accessory) | CCS of America Authorized |