

## ATTENDANCE PROCEDURES *(Please refer to School Board Policy #503)*

### REGULAR SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT AND PARENT/GUARDIAN.

If a student is absent, leaving for an appointment, arriving late to school or will be absent from class, the student's parent or guardian must call the school office on the day of the absence by 8:30. We prefer to have phone calls or emails to report absences. If phone calls or emails cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. For the safety of our students, an attempt is made to confirm all unreported absences. It is the family's responsibility to provide current phone numbers. If, for some reason, a student or parent is unable to follow the above procedure, the attendance clerk must be contacted. Students or parents/guardians who know in advance of an absence need to contact the attendance office as soon as possible. School attendance is mandatory in order to participate in an after-school activity. Due to choir/band concerts being a part of the course grade, students may be allowed to participate with permission from the choir/band teacher. See "Extracurricular Activities" for more information regarding attendance and participation in school sponsored activities.

**NOTE:** Due to safety concerns, a parent must enter the building and complete the Visitor Registration System as outlined above for all student dismissals during the school day. If a student is to be dismissed to a person not listed on the student's data file, *written or phone* permission must be received prior to the dismissal time and a photo ID must be provided.

### FOR ATTENDANCE, 3 TYPES OF ABSENCES WILL BE USED.

#### 1) EXCUSED ABSENCES

The following is a list of absences, which would, under most conditions if absences were not excessive, be considered "excused":

- Illness of the student. (Doctor verification may be requested.)
- Serious illness or death of a family member.
- Medical or dental visits which cannot be scheduled outside of the school day. Parents are requested to take their students for **only the time required** and have them return to school.
- Court appearances.
- Family trips—Please schedule family trips to coincide with the school calendar and notify the school as early as possible.

Parental request places no obligation on the school to excuse students from school. Maintaining good attendance in school is best fostered when parents support the school and require their children to attend regularly.

#### 2) UNEXCUSED ABSENCES (>10 minutes)

Absences will, under most conditions, be considered unexcused when they result from situations not mentioned in the excused absences or when prior approval has not been obtained from the principal. Some examples of unexcused absences are:

- Truancy
- Missed bus/oversleeping
- Unauthorized tournament attendance
- Babysitting

- Birthday parties
- Any absence in which the student failed to comply with any reporting requirements
- Non-school sponsored activities

**Unexcused absence consequences** may include, but are not limited to, detention, parental conference, school dismissal, and suspension.

### 3) TRUANCY

A student is truant whenever he/she misses any part of the school day without approval and the absence is considered unexcused. Students considered truant may be referred to the Wright County Court Services. The Middle Schools will follow the guidelines and procedures recommended from the county.

After three unexcused absences a letter will be generated to the parents outlining the truancy policy. An Early Intervention form will be filled out and sent to the county. After five unexcused absences truancy will be filed with Wright County.

### HOMEWORK/MAKE-UP WORK

Teaching staff make their daily assignments available through your student's StudentVue/ParentVue account within Synergy. We ask that you refer to this account to access homework assignments when able. If unable to access the teacher's assignments through Synergy, you may call the attendance office to request homework *if the student's absence is longer than two days*.

**Vacation Absences**-Students are encouraged to access teacher websites before and while on vacation. Upon return, **students are responsible for obtaining make-up work**. Students are expected to communicate with their teachers in advance in the event of an extended absence when possible.

Students are given two school days to make up work missed for an excused absence. One additional school day is allowed for each day missed thereafter. Make-up work is not allowed for unexcused absences.

### TARDINESS (< 10 minutes)

Students who are late for KORT must report to the attendance office before being admitted to class. Tardies for second hour through last hour will be handled via the classroom using the referral procedure.

A student who has **four** unexcused tardies will be assigned one session of detention. Each additional tardy will result in additional detention. Tardiness that continues after detention has been assigned may result in more severe consequences. Tardy tallies "start over" at trimester time.

### ATTENDANCE REMINDERS

- ✓ Notes or an explanation for any circumstances causing a student to be late for school are required upon arrival. The note must be brought into the office, or the parent/guardian must contact the attendance line before the first hour of the next day. *A note does not guarantee the absence will be deemed excused. (See Attendance Procedures)*
- ✓ All absences (excused, unexcused, or truant) are counted as a day in non-attendance.