

Elementary School Attendance

Regular school attendance is a great boost to success in school. Please call the superintendent's office @ 436-2261 by 9 a.m. to report your child's absence. You may also call 436-3333 to leave a message for your child's teacher. When returning to school, please send a note explaining the absence. Also include in writing, needs for student to be excused from any school activities such as physical education or recess. It is the school board's policy that in order to receive credit in any school year in the elementary, a student cannot miss more than 28 days in a full school year. This may be appealed to the administration for legitimate reasons.

Secondary School Attendance

If a student is absent, a parent/guardian must call the high school office (436-2374) and report the absence, preferably between 8:00 and 8:30 a.m. If this call cannot be made, the student must bring a written note signed by a parent/guardian on their return. The note must indicate the specific reason for the absence. Without a call or note, the absence will be unexcused. The principal will make the final determination of whether the absence is excused or unexcused.

Minimum Attendance Policy

It is the school board's policy that in order to receive credit in any subject, a student cannot miss more than 14 days in a semester course or 28 days in a full year course. The school will send a notice to the child's parent or legal guardian by mail when the child has reached 7 days in one semester and thereafter every time another absence is recorded so that the parent may be kept up to date on their child's absence record. Any student missing more than the maximum will not receive credit for the course. A student or parent who wishes to appeal a denial of credit based on extenuating circumstances may appear before the school board to show cause. In the case of extended illness, students are encouraged to notify the school so that the possibility of homebound instruction can be explored. Such instruction will be provided upon a doctor's directive. If a student shows a dangerous pattern of absences, the principal will issue written warnings to the student and parents/guardians. Disciplinary or legal action may be taken. Individual teachers may make more restrictive rules involving attendance and make-up work within the confines of state guidelines and law.

Procedure Following Absences

1. Students absent for an entire day must report to the high school office before 8:25 a.m. the following day to receive a make-up slip.
2. Students absent for part of a day must report to the high school office upon their return to school.
3. Work must be made up in the time allowed (2 days per excused absence) to receive credit. Makeup tests must be completed after school during the makeup test/detention session.
4. Unexcused absences will result in loss of credit for the time missed and disciplinary action.

Excused Absences

Examples of excused absences are illness, professional appointments (medical, dental, eye), family emergencies, court appearances, death or illness in the family, funerals, work at home required by the parent, and religious trips. Seniors will be excused for two days during the year for college visits after seeing the counselor to set up a visit. A College Visit Form must be completed, signed, and on file in the high school office prior to the scheduled visit.

Unexcused Absences

Examples of unexcused absences are oversleeping, missing the school bus, haircut appointments, tanning appointments, personal matters, work for an employer, shopping trips and skipping. The principal will make the final determination as to whether the absence is excused.

Student Personal Leave

Each student in grades 10-12 will be allowed one personal day that can be taken, with prearranged parental/guardian excuse, for things not listed as excused absences. Examples such as hunting, fishing, and

shopping will apply. After the personal day is used, only acceptable reasons as described earlier will be excused. Personal days will not be allowed during the last two weeks of the school year. Personal days will not be allowed for any student who has incomplete/failing grades, outstanding detentions, or excessive absences. (7 or more days absent in one semester is considered excessive) Students in grades 7-9 will not be allowed a personal day but will be allowed one day for deer hunting, which must be pre-arranged with a parental/guardian excuse.

Tardy Procedure

Students who are tardy to 1st period classes must report to the high school office for an admittance slip to class. Students must bring a signed note from a parent or guardian or the tardy will be unexcused. Oversleeping, personal reasons, eating breakfast, errands, or habitual car trouble are not valid excuses. Teachers will deal with students who are tardy to all other classes.

Truancy

A pupil is a continuing truant if absent from school without valid excuse for three or more class periods on three days. Parents have the primary legal responsibility for educating their child. Frivolous reasons for absences that accumulate in numbers and jeopardize academic progress could constitute neglect. In normal situations, a student missing more than four (4) days in a quarter will probably suffer a lower grade. When there is no evidence that the parent is aware of the student's absence, parents will be phoned to verify their student's absence.

Skipping School/Classes

Any student who is clearly missing from school without permission is considered skipping and will serve detention time equal to double the time skipped or will serve In-School Suspension(s).

Student Sign In and Sign Out

Any student, regardless of age, who wishes to leave the school anytime during the day must have a written request from a parent or a call from home. This must be arranged before 8:25 a.m. or during lunch hour. Students must sign out at the office.

Illness and Injury

A student who becomes ill must report to the office. Students will not be allowed to leave the building unless a parent comes for them or is informed of their leaving the school. Students who are injured in school should report the injury at once to the teacher in charge or to the school office. Each family is responsible for the costs of injury in all classes and athletics. An insurance waiver will be kept on file for all participants before the student can be in any activity.