

### Student Absences and Sign In or Out:

- If a student is going to be absent, or if a parent/guardian wishes to have a child leave before the regular dismissal time, it is possible to notify the school by note or phone. Parents/guardians picking up children must come into the office and sign the student out. A child who becomes ill during the day may only be released to the parent/guardian or another adult previously selected by the parent/guardian. All students must sign out at Student Services to be excused.
- Students can be called out or released from school by parent/guardian listed on the enrollment form Only. Emergency contacts cannot excuse student from school or pick student up from school unless the school has been notified by parent/guardian prior to pick up.
- If a student will be late to school it is possible for a parent/guardian to notify the school by note, phone call or a doctor's note.
- If a student signs out for an appointment without parent/guardian notifying the school first it will be considered unexcused and will only be excused if parent/guardian calls to confirm appointment and student signs in and out at Student Services.
- Students must sign in and out at Student Services office to be excused for time missed.

### Excused absences may include:

1. Illness
  2. Funeral
  3. Medical appointment (Parents/guardians are encouraged to set appointments outside of the school day.)
  4. Required court appearance
  5. Absences to attend a religious service or to receive religious instruction
  6. Other absences excused by the administration
- A school administrator may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused. The principal may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal, but shall be generally defined as interfering with the child's educational progress.
  - If a student has 6 or more absences (including unverified, unexcused and excused) each trimester Physician notes will be required.
  - A school messenger will notify parents when their student has an unverified or unexcused absence at 10:30 a.m. and between 6 and 7 p.m. each school day.

### Unexcused absences may include:

1. Weather related
2. Death of a pet
3. Vacations (Unless pre arranged and administrator has approved)
4. Overslept

5. Missed the bus or ride to school or other car issues
6. Babysitting
7. Does not have the required immunizations
8. Other absences deemed Unexcused by administration

Compulsory Attendance:

- A child who has reached the age of six and is under seventeen years of age by September 15th is of compulsory attendance age. All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent/guardian and student have filed for competent private instruction (home schooling) by August 26th or within 14 days of removal from school. Any child who fails to attend school without reasonable excuse for the absence shall be defined as truant. The building principal or designee may report each child of compulsory attendance age who is truant to the County Attorney. It is the responsibility of the County Attorney to take appropriate action.

Truancy:

- Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. Acts of truancy or excessive absences may result in interventions, denial of academic credit or grade level or course retention, and/or placement in alternative learning opportunities or referral to the County Attorney.

Pass/Fail:

- If a student misses 10 or more class periods in a course in one trimester, the teacher will have the option of changing the grade to Pass/Fail. A pass score will be included in the GPA calculation, carrying the weight of a D, or 1 g.p.a. Point. Courses scored as Pass/Fail have the likelihood of lowering a student's grade point average (GPA). The special circumstances such as long term health issues will be taken into consideration. Students may file an appeal to a decision to grade their performance as Pass/Fail.