



ATTENDANCE

ATTENDANCE POLICY

The School Board has adopted the following policy regarding attendance:

"Learners must not be absent more than 10 times from each semester course in which they are enrolled if they are to receive credit that will count toward graduation. Exceptions which may be approved include illness substantiated by a statement from a doctor, supporting a family member, or other special circumstances approved by the principal."

Note: Learners are only allowed 5 days absent in a block course per semester due to the daily extended learning time.

The attendance standard indicated above is a minimum course requirement for successfully completing all courses.

When learners' absences go beyond the required limits, school administration will decide if the learner will stay in the class, be dropped from the class, and/or possibly assigning the learner to a study area for the remainder of the semester during the period they were scheduled for that class. Credits lost due to poor attendance may be made up in the regular school program, in summer school, or via online credit recovery.

Learners who are not yet sixteen years of age and do not attend school regularly will be considered truant and will be referred to the juvenile authorities as the law requires. North Dakota Century Code 15-34-01 School's Compulsory Attendance states, "Every parent, guardian, or other person who resides in any school district and has control over an educable child of any age of seven years to sixteen years shall send or take them to a public school each year during the entire time such school is in session." North Dakota Century Code 15-1-20-03 (section #4) states, "Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense."

ABSENCES, EXCUSED AND UNEXCUSED

The following reasons for absences from school will be excused:

- Sickness of learner
- Sickness in the learner's family necessitating their absence
- Conditions over which the learner has no control such as poor weather conditions

The following reasons for absences from school will be excused *and exempt* from counting toward the 10-absence limit:

- Documented medical note (doctor, dentist, etc.) including the date(s) of absence (code: M)
- School-sanctioned activity, field trip, etc. (code: A)



- Emergency situations as determined in collaboration with the school administrator, such as a death in the learner's family (code: S)

West Fargo Public Schools recognizes the need to attend school regularly. Therefore, to miss school because of work will result in an unexcused absence.

Families are encouraged to take vacations during school breaks so learners will not miss large amounts of class time. If learners plan to be absent for some special reason, the learner and their parent/guardian must check with the principal or an assistant prior to the absence if possible. Learners will collaborate with their educators in advance of the absence to determine the learning they will miss and are to attempt to complete all assignments before their absence.

SKIP CLASS

Learners who skip classes will be given time in detention to make up for at least every minute they miss. A pattern of skipping will result in a meeting to consider educational alternatives for a learner.

TARDINESS

Every fifth unexcused tardy will convert to an unexcused absence and the learner will be assigned one hour of detention. This is per class period and will adhere to the attendance policy.

ABSENCES, PROCEDURES WHEN RETURNING TO SCHOOL

When learners are absent, a parent/guardian must call the office before 9:00 AM on the day the learner is absent and indicate the reason for the absence. If the high school does not receive a phone call, the school will call to inform the parent/guardian their learner is not in school. The bring-a-note-from-home system will not be used. Fake phone calls from someone other than parents/guardians will result in one hour of detention. Learners who return to school on time from being absent the day before need not check into the office.

Learners who are absent will be reported to the educators. If the absence is excused, the learner will be allowed to make up the work missed and will be given full credit for the work if done within the given period of time, which is at least one day more than the length of the absence. Learners who do not complete make-up work on time cannot receive full credit for the work unless otherwise determined by the educator and administrator.

Learners who arrive or return to school after the school day has begun must check into the office so the school knows they are here. Learners who are absent for only part of a school day should be responsible for assignments for the entire day. Learners should contact the educators whose classes they miss to hand in any assignments that are due and to receive any assignments that may be due the next day. Whenever learners are at an appointment or under a doctor's care during an absence from school, they should bring a note from the doctor involved when returning to school, since these days are not considered in the limit of ten absences mentioned in the attendance policy. Learners must not in any way alter the excuse provided by the doctor. Any attempt to do so will result in the appropriate administrator calling



the clinic and doctor to verify the excuse or to report the altering of the doctor's statement. Parents/guardians will be notified, and detention may be given. Learners should access Schoology to find assignments and other information from their classes when absent from school. Each learner has a Schoology login and username. If internet access is not available, parents/guardians may call to get work for their child after the second day a learner is absent.

PERMISSION TO LEAVE THE BUILDING

WFPS is legally responsible for learners during the school day. The school must give permission for learners to leave school before they are allowed to leave school when a learner is not on an open period or their lunch period. Learners who need to leave the building during school hours must have the permission of the principal, assistant principal, or office assistant. In order for this to occur, parents/guardians must communicate in person or by phone with the Main Office. If a learner leaves the building when they are supposed to be in class and do not check out in the office, they will be assigned detention.

DOCTOR AND DENTAL APPOINTMENTS

Whenever possible, doctor and dental appointments should be made at times other than during the school day. However, we realize that this isn't always feasible and if appointments must be made during the school day, we ask that learners try to make them during study hall time. A telephone call from parents/guardians stating the time of the appointment must be received in the principal's office before permission will be given to leave the building.