



### Attendance Policy Contract

At Discovery Peak we value everyday as a learning opportunity. When a child is absent regularly, they miss valuable instruction that cannot be made up. When a child does not attend school, he or she is considered absent. **Parents must notify the Discovery Peak Office within 48 hours of the absence** by coming into the office, sending a note, leaving a voicemail (488-0136), or emailing the school's secretary (crystal.narrow@k12northstar.org).

Discovery Peak views attendance as an essential part of learning. For that reason, **if a student misses 10 days or more within a single semester**--excused or unexcused--their family must submit an "Excessive Absence Explanation" to discuss the reason for the absences and defend against possible unenrollment from Discovery Peak. All students with 10 or more absences will receive an Excessive Absence Explanation form from the school at the end of the semester and must be returned to the office by the due date stated on the form. Please know that if you enroll your child for any reason, you will have to re-enter the lottery to be placed back on the waiting list.

#### TARDIES

It is important that your child arrives at school on time each day. Teach them the value of being on-time through your example! **If your child arrives late, please accompany them to the office to sign in.** Parents must notify the office within 48 hours for the reason of the tardy. Per FNSBSD policy, if a student is out of school for more than 1 hour they will be marked absent for one-half day. A student who misses more than half of the school day will be marked absent for one full day.

#### EARLY PICK-UP

If a parent or guardian plans to pick up their child early, they need to send a notice to the office or teacher, at the beginning of the school day. Parents/guardians are required to sign their child out at the office before leaving. If someone other than a parent/guardian is picking up a student, a phone call by the parent/guardian is required along with photo ID of the person picking up the child. Per FNSBSD policy, if a student is out of school for more than 1 hour they will be marked absent for one-half day. A student who misses more than half of the school day will be marked absent for one full day.

#### PRE-PLANNED ABSENCES

We strongly encourage families to arrange vacations and trips during non-school days. If you must be gone during school days, parents/guardians need to notify the office prior to the absence by completing the Student Leave of Absence form (also available at the office). The office needs to know when the child will be leaving, how many days the child will be gone as well as the return to school date. Assignments given prior to departure or following their return will be at the discretion of the teacher.

#### SCHOOL CLOSURES

Discovery Peak Charter School follows the Fairbanks North Star Borough School District's decisions in regard to school closure due to inclement weather.

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_