

## **ATTENDANCE – ELEMENTARY**

For further information on attendance and absences, please see the district policy page: <https://www.west-fargo.k12.nd.us/about-us/administrative-policy/ffb-ap-attendance-absences>

For further information on release of pupils during school, please see the district policy page: <https://www.west-fargo.k12.nd.us/about-us/administrative-policy/fcba-ap-release-of-pupils-during-school-session>

<https://www.west-fargo.k12.nd.us/about-us/administrative-policy/gcaa-ap-promotion-and-retention>

Learners are expected to be in school each day that school is in session. Attendance is taken in every class period as learners are expected to report on time to every class for which they are assigned.

### **ABSENCE**

All absences must be excused by a parent/guardian by calling the school. Absences are recorded in PowerSchool in accordance with administrative policy FFB-AP: Attendance & Absences and North Dakota Century Code 15.1-20: School Attendance. Skipping class is an unexcused absence or truancy.

### **LATE ARRIVAL**

Learners arriving to school after the start of the school day must report to the school office, sign in, and receive a pass. Permission/approval for an excused late arrival must be submitted by a parent/guardian via phone.

### **EARLY DISMISSAL**

Learners leaving school prior to dismissal time must report to the office, sign out, and receive a pass. Permission/approval for an excused early dismissal must be submitted by a parent/guardian via phone at least thirty minutes in advance.