ATTENDANCE – HIGH SCHOOL

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

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

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 building administration 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. Parents/guardians may not excuse an absence after two-weeks have passed without professional documentation.

TARDINESS

Unexcused tardies accumulate to an unexcused absence, resulting in detention. This is per class period and will adhere to the attendance policy.

PROCEDURES WHEN RETURNING TO SCHOOL

When learners are absent, a parent/guardian must call the office 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.

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 generally calculated by the length of absence, plus one day.

Learners who arrive or return to school after the school day has begun must check into the office so the school knows they are present. Learners who are absent for only part of a school day are responsible for assignments for the entire day. Learners may provide valid proof of medical appointments in order to count as an excused absence and not impact the limit of ten absences mentioned in the attendance policy. School personnel may contact medical providers for validation of the note.