

ATTENDANCE FREQUENTLY ASKED QUESTIONS

Northern Cass School District

attendance@northerncassschool.com

How many absences are learners allowed?

- 8 absences per semester (for middle and high school that is 8 days or 8 class periods of one class)

When / How will I be notified of absences?

- At 5 absences, you will receive a phone call.
- At 7 absences, you will receive a letter and will need to schedule a meeting with school officials.
- At 9 absences, the learner will lose credit for a course until the time can be made up (for middle and high school).

What's the difference between Excused and Unexcused absences?

- An Excused absence is when parents provide proper notification of the learners absence to the school.
- An Unexcused absence is when the learner is absent without parent notification.

Which absences count against my learner's attendance?

- Tardy, Unexcused, Excused (non-medical) absences.

How does the school define Tardy?

- A learner is tardy if they are late to class (within 5 minutes of start time) with no proper excuse from parents or school officials.
- In elementary school, arriving after 10 a.m. will result in a half day absence.

Who determines whether an absence is excused or unexcused?

- School officials.

What if my learner misses the first part of the day but feels well enough to come in the afternoon - can they still play in the game that evening?

- A learner needs to be in school for a half day to be eligible to participate in practice, games or co-curricular activities.

Will medical appointments count against attendance?

- No, medical appointments will not count against attendance if a dated note is given to the office by the medical provider.
- Drop off or email medical absence notes to attendance@northerncassschool.com

How should parents notify the school of absences?

- Email absences to attendance@northerncassschool.com
- Call the office at (701) 874-2322, starting at 7:00 a.m.

My learner needs to arrive late or leave early, how do I do that?

- Contact the office to make arrangements.
- Learners must check in and out of the office if they leave/arrive during school hours.

Are there consequences for an Unexcused absence?

- Yes, the family will be contacted and the absence will count against attendance.

I received a phone call from the school about absences, what does this mean?

- At 5 absences, a phone call will be made to the family to see if the family is in need of assistance and remind them of the attendance policy.

I received an attendance letter from the school, what does this mean?

- At 7 absences, a letter will go out to the family detailing the absences and giving you information to schedule a meeting with your principal to discuss the absences.

If my learner misses class, can they still participate in extracurricular activities?

- A learner must be present for a minimum of a half day to participate in after school activities (including practices) unless prior approval obtained by school officials.

ATTENDANCE FREQUENTLY ASKED QUESTIONS

Northern Cass School District

attendance@northerncassschool.com

My family is going on vacation, what do I need to do?

- It is the family/learners responsibility to contact the educator(s) prior to the vacation to determine what work will need to be completed and when.
- Contact the office to let them know of the absence.
- It is recommended that families not take more than one extended trip (5 or more days) when school is in session. You can decrease absences by working with the educator to create a learning experience signed to missed standards during the trip.

What if my learner has a serious illness or hospital stay?

- Contact the office immediately, the regular work and make-up time may be waived with a medical note from the physician. The learner will need to meet with the principal or school counselor upon return to discuss missed learning time.

Can my learner miss school for a college visit?

- Juniors and seniors can use up to 2 days for college visitation with **prior** approval from school officials.

My learner is only missing part of a day, how does that affect attendance?

- The parent will need to notify the office of the absence and the learner must sign in upon return to school.
- The learner is responsible for working with their educator(s) to obtain class assignments missed and make up the work.
- If the afternoon classes are missed, the learner cannot participate in after school activities (including practice) unless they obtained prior approval from school officials.

What is Truant?

- The State of North Dakota has defined truancy as being absent from 3 consecutive school days without consent or parent/guardian or school officials. Learners under the age of 16 will be held accountable for their attendance with ND Century Code. The Northern Cass School District cooperates fully with social services and juvenile court in reporting truancy.

What if my learner's doctor sets regular appointments and they miss the same class frequently?

- A dated medical note will be needed for each absence and the learner is responsible for making up any missed assignments.
- It is recommended that the appointments be made in such a way that does not cause a learner to miss too many days of any one class. This is detrimental to learning and may result in stress for your child and poor academic performance.

What if my learner has a haircut or personal care appointment?

- This absence will count against attendance and all assignments will need to be made up. It is not recommended to make these appointments during school hours. Evenings, weekends and PD days are a great time to make these appointments.

Is there an opportunity to make up for time missed?

- Yes, learners can work with their educator and school principal to schedule time to make up missed days with meaningful, relevant activities.

What are the consequences of too many Unexcused absences?

- Elementary - work with the principal to determine a plan.
- Secondary - Learner will receive an "In Progress" grade (value "0") and become ineligible for activities (including practice) until work and time is made up.