

Parent/Guardian Responsibilities

1. It is the parent/guardian responsibility to assure their student(s) attends school every day.
2. Parent/guardian must call the school each day their student(s) is absent to acknowledge the student's absence on that day to ensure the child's safety.
3. Students who miss 10% or more of class periods for any course that meets in a semester will be chronically absent in that course(s).
4. If the student must miss class for any reason, it is the parent/guardian's responsibility to see that a written/verbal excuse, explaining the cause of the absence, is provided to the school prior to, during, or within three days after an absence. Failure to do so within three days of the student's return to school will result in the absence being coded as Unverified (AUK). Excuses provided after the three days will remain coded AUK. All absences will count against the student's chronic absenteeism. Students are given the opportunity to complete missed work resulting from the absence however this absence still counts toward chronic absenteeism and potentially retention or failure.
5. Absences where the instructional activities or concepts missed have been completed may be taken into consideration when the principal is determining retention in middle or elementary school for the school year or failure of the course in high school for the semester.
6. It is the parent's responsibility to budget the absences that the student might have such as with medical appointments, vacations, and other time out of school so that when a student is sick and must stay home they have that flexibility and it does not affect any attendance consequences that might be imposed such as retention in the same grade for the next school year or failure of the course.
6. It is the responsibility of the parent/guardian to monitor their student's attendance for accuracy by using the Infinite Campus Parent Portal and to notify the school should inaccuracies be found. Inaccuracies will not be corrected after the last day of school for the year in which the absence occurred.
7. Parent/guardian should make every reasonable effort to schedule medical appointments, legal appointments, vacations, tutoring, and other activities for times outside the student's school day/calendar. Students who excessively miss instruction (10 times or more) or are excessively tardy (10 times or more) may be withdrawn due to their part time enrollment.
8. If the student has any health problems that have been verified by a Health Care Professional, the parent/guardian must provide a note from the Health Care Professional to the school verifying the whereabouts of the student. The attendance will be coded **EMD**. This absence code will count against the student's chronic absenteeism.
 - a. Students who will miss more than 5 consecutive days for illness should be evaluated for a 504 plan and/or Home Hospital Instruction so that chronic absenteeism does not come into play.