

# FALCON RIDGE ATTENDANCE POLICY

Having good school attendance is critical not only for students' academic success, but also for their interpersonal and social growth. Falcon Ridge staff members are committed to working with parents and students regarding good school attendance.

## **ABSENCES**

Excused absences are illness, serious illness or death in the family, home emergencies and other types if excused in advance. **A parent is to call the Attendance Secretary at Falcon Ridge before 9:30 a.m., to report if your child is going to be absent that day. (Dial 952-431-8760).**

## **UNEXCUSED ABSENCES**

An unexcused absence is an absence for reasons not acceptable to school authorities. Examples of unexcused absences include: oversleeping, missing the bus, staying home to babysit, need at home, and cold weather. These absences may be incurred with or without the knowledge of the parent or guardian. Students who are absent from school unexcused with or without parental knowledge, may require a parent conference upon the student's return to school.

## **ADVANCE EXCUSE**

Arrangements are to be made in advance for family vacations. Please see the Attendance secretary for an advance make-up slip one week ahead of the time you expect to be on vacation.

## **LEAVING SCHOOL DURING THE DAY**

Permission to leave school during the school day may be obtained from the Attendance Secretary. A written note from a parent or guardian stating the reasons for requesting early dismissal is necessary. Parents are asked to sign out their son or daughter at the Attendance Secretary's desk in the main office when meeting their child for an appointment or early dismissal. No students are to leave the building without following this process. Please Note: Student need a note from their own parent or guardian which indicated permission to ride with another adult to special events. Please be aware that the liability for transporting groups of students rests with the driver and owner of the vehicle. Student must be in attendance the entire morning or afternoon on the day of the activity to be eligible to participate.

## **TARDINESS**

If you arrive at school tardy, check in at the office before you go to class. Excessive tardiness will not be permitted, and may result in possible consequences. Parents will be notified by an administrator in cases of their child's excessive tardiness to class. Examples: oversleeping, missing the bus, homework and being late to homeroom.

## **TRUANCY**

Cases of truancy will be handled by the Administration. Parents will be notified as soon as possible if their child is truant. Cases of habitual or extended periods of truancy will be referred to the County Attorney, and will most likely involve juvenile court services.

## **WITHDRAWING FROM SCHOOL**

Please report to the Building Secretary two days in advance to withdraw from school. She will give you a "Student Withdrawal Form." All school books and school owned materials are to be returned, and all personal items removed from your physical education and regular locker.

## **IMPROVING STUDENTS' ATTENDANCE**

The staff at FRMS has instituted a program to try and improve the attendance patterns of students. Most students at FRMS miss on the average of 6-8 days per year. You can review your student's absences through SchoolView. Sometimes a student's absentee pattern is an indication of other problems, either at home or at school. These problems are sometimes difficult to sort out, and we may need some assistance to deal with these situations. Other times, a student may have genuine physical concerns, and occasionally a student may have a combination of the two problems. Many times students are unaware of their excessive absence patterns. The counselors will work with individual students if attendance problems develop.

## **MEDICAL EVALUATION/SURVEY POLICY**

Evaluations that require teachers to complete surveys/rating forms will be dispersed and collected by the school counselor. The results of the surveys/rating forms will be sent directly to the medical professional. Please attach a stamped and addressed envelope with the forms.