ATTENDANCE

Regular attendance at school is required by law (AS 14.30.010). Parents are charged with the responsibility of assuring attendance by their children between the ages of 7 and 16 or until graduation from high school. If a parent enrolls their six-year-old (six by September 1st) child in first grade and withdraws the child from school within 60 days of enrollment, the mandatory attendance provision does not apply until the child is seven years old. School hours are as follows:

- Grades 1-4
  - 8:30 a.m. – 2:30 p.m.
- Grades 5-12
  - 8:30 a.m. – 3:15 p.m.
- Grades K-4 Friday
  - 8:30 a.m. – 2:05 p.m.
- Grades 5-12 Friday
  - 8:30 a.m. – 2:15 p.m.
- First Session Kindergarten
  - 8:30 a.m. – 1:00 p.m.
- Second Session Kindergarten
  - 10:00 a.m. – 2:30 p.m.

Students are expected to be present and on time to all their classes throughout the year.

Any time a student arrives at school late, he/she must check in at the office and get a pass before going to his/her first class.

The office staff will determine within 24 hours whether a tardy or an absence is excused or unexcused. Parents must send a note or make direct contact with the office for a student to be excused. Following an absence or a tardy, a student must bring a note from a parent or guardian to the office prior to going to class. Upon presentation of the note, the student will receive a pass indicating whether the absence or tardy is excused or unexcused. It is the family's responsibility to document the reason for an absence. If no reason is provided, the absence or tardy will be considered unexcused.

The following reasons will result in a tardy or absence being excused:

1. Sickness
2. Unavoidable emergencies
3. Prearranged absences approved by the office

Note: Sleeping in or getting back late from lunch is not an excused tardy!
EXCESSIVE ABSENCE

If a K-8 grade student is absent more than 30 days per year, the student will automatically be considered for retention and referred to the Student Assistance Team.

If a 9-12 grade student misses more than 12 classes in any semester course for reasons other than school related programs, the student will not be granted credit for that course and will receive a grade of “NC” (no credit) on his/her report card. A student who arrives more than 10 minutes late to a class will be counted as absent for the purposes of this policy. An “NC” will be treated as an “F” in determining eligibility for activities and travel, but it will not adversely affect the student’s grade point average.

The student may appeal the loss of credit to the principal. The appeal must be communicated to the principal in writing and must include the reasons for each absence. The principal will then direct the Student Assistance Team to review the student’s attendance, attitude, behavior, and achievement in all classes to determine if the student shall be granted semester credits and/or be permitted to participate in activities. A student who has lost credit in a class due to excessive absences may be assigned a study hall in the office or other suitable location during that class time.

Attendance status will be included on quarterly report cards. Otherwise, it is the student’s responsibility to monitor absences. A student or parent may ask at the office as often as needed to find out how many days or class periods the student has been absent.

HOMEBOUND INSTRUCTION

When a student suffers from a prolonged illness, chronic medical condition, or unforeseen incident beyond their control that prevents the student from attending school, the parent or guardian of the child may contact the principal and request that homebound instruction be provided. The parent must provide official medical documentation of the illness, medical condition, or unforeseen incident, which specifically states the reason/s the student cannot attend school and what type of work the student is capable of doing. If the above conditions are met, the principal will ensure that a program of homebound instruction be instituted for the student and a Homebound Contract will be developed. While successfully partaking in homebound instruction, the student’s absences will not be counted toward the student’s total absences. All absences due to illness will count toward total absences until a homebound program has been approved and implemented by the school.

ABSENCE DUE TO FAMILY DECISIONS

In the event of absence due to family decisions, parents or students must arrange in advance for the principal and teacher(s) to provide assignments for the student while away from school for up to five (5) consecutive days. The school will not be responsible for providing assignments for more than five (5) consecutive days. Students absent for more than 10 consecutive days shall be dropped from the class rolls as required by state law.

SCHOOL RELATED ABSENCES

School related student absences will not be counted toward the student’s total absences but will be limited to 20 days per school year. In the case of weather delays during school related travel, the principal may waive up to two days not to be counted toward the twenty-day limit. Students are expected to make prudent choices in selecting activities so that they do not have to miss an important activity late in the school year. Students who meet the following criteria may petition for up to 5 additional school activity days:

1. Students attendance record is commendable – 90% or better
2. Student has demonstrated good behavior (Approval may be denied without notice)
3. Student is academically in good standing
4. Maximum school activity days may not exceed twenty-five
5. Students must submit a quality written petition a minimum of two weeks in advance of proposed travel dates