

ATTENDANCE

The Fort Campbell School District believes that regular attendance and punctuality are important to a student's progress in school. To obtain the maximum benefit from the instructional program, a student should be present every school day. Regular attendance is the responsibility of the parent/guardian and the student. In the event of an absence, a parental note will be required upon return to school, stating the cause and specific date(s) involved. This note is to be taken to the Main Office upon the student's return to school. The secretary will then issue an admittance pass. A note must be presented upon a student's return to school in order for the absence to receive consideration for being excused. It needs to contain the following:

- Student's full name
- Date (or dates) of the absence
- Reason for the absence
- Signature and telephone number of the parent or guardian

Excused absences are normally limited to personal illness, emergency leave (requires emergency leave orders), religious observances, pre-arranged family trips, medical and dental appointments, and school-sponsored contests or trips. A doctor's note will be required for all medical, dental, optometric, and psychological appointments and extended illnesses of three or more days. Suspension from school is also considered an excused absence. Students are not eligible to attend after-school or evening activities on days they are absent or suspended from school.

Calling the school to inform the secretary of an upcoming absence or appointment will replace the requirement of a written note upon returning to school. Parents are asked to call 439-3971 between 0700 and 0800 to inform the secretary of their child's absence or appointment that day.

It is the student's responsibility to collect make up work from all teachers, and they will be allotted one additional day for every missed day to submit it. Study trips, academic competitions, and other school-sponsored events are not counted as absences, but make-up work expectations still apply. Also, any student suspended from school is allowed to make up the work they missed in the same way as an excused absence.

Attendance and participation in class activities is essential to success in school. Absences, for whatever purposes, can potentially undermine the shared goal of student learning. In cases where student absences are clearly unavoidable, it is essential that students and faculty alike approach the resolution of the difficulty with a clear commitment to the mutual goal of student learning. While school attendance is emphasized at Wassom, it is also acknowledged that it is ultimately the responsibility of parents to ensure that students are present in school. It is

Fort Campbell Schools' policy to work with parents and the Command to promote and encourage regular full-time school attendance. If at all possible, family trips should be planned during school recesses and vacation periods.

EXTENDED ABSENCES

Please notify the school as soon as possible whenever advance knowledge of a student's absence is available. This includes family travel, hospitalization, prolonged illness, etc. The student's teachers will be contacted and arrangements will be made to have the student complete missed assignments before the absence, if possible. Five days notice is required for gathering assignments for an extended absence.

UNEXCUSED ABSENCES

According to page 6-7 of the Fort Campbell Schools' Code of Conduct, "A student absent from school without the permission of his/her parent/sponsor is unexcused. The parent/sponsor will be formally notified by the school when a student has two unexcused absences and on the occasion of every subsequent unexcused absence. Students with unexcused absences will not be given the opportunity to make-up class work missed due to the unexcused absence. When work is due during an unexcused absence, the grade for the day or a portion of the day will be an "F" or zero. Unexcused absences may also result in disciplinary action. Principals may notify the Command of habitual unexcused absences."

SKIPPING SCHOOL

Skipping is defined as being more than a few minutes late for a class without a legitimate excuse, leaving school or a class without permission, or being absent from school without parent/guardian permission. A student who skips will be unexcused and must "pay back" double the time missed in detentions, other restrictions, and/or community service.

TARDY POLICY

All students are required to report to school and to class on time or there will be disciplinary consequences. Reporting to school on time is defined as being in Prime Time on time. Students who are frequently late to school will be assigned to lunch detention on days they are late as a deterrent. Being in class on time is defined as being in the classroom with all needed materials before the teacher begins class. Plenty of time is allowed for passing between classes. This time is sufficient for students to go to the restroom and lockers, as needed, and still get to class on time. However, there is not time between classes for prolonged conversations or detours. When a student is detained by a staff member, s/he should ask for a pass or they may be counted tardy.