

# — ALGONA HIGH SCHOOL —

## ATTENDANCE PROCEDURES

***Our goal is to reach and best serve  
EVERY STUDENT, EVERY PERIOD, EVERY DAY***

**Students who attend school regularly, HAVE GREATER**

Academic knowledge and abilities  
Work options and earning potential  
Opportunities for higher education  
Awareness and future civic engagement  
Skills for personal and economic health

### Daily Attendance Procedures at a Glance

- **Parent/guardian**...notify the office by 8:00am of any absence, late arrival or early dismissal
- **Student**...check in/out of the office if you arrived late or will be leaving early
- **Office Secretary**...connect with home by phone and Infinite Campus to communicate absences
- **Classroom Teacher**...submit timely and accurate attendance
- **Administration**...connect, communicate and collaborate

### Additional Information:

- The school day begins at 8:20 and ends at 3:35 (unless posted otherwise)
- Classes meet for 65 minute periods
  - Arrive less than 10 minutes late = tardy
  - Arrive more than 10 minutes late = absent
- Attendance to all scheduled periods is required (including classroom, online, TAS/ADV)
- A student must be in school on the day of performance, practice, scheduled contest, program, or trip if they wish to participate. Students must be in attendance no later than 9:45 AM. Any exception must be cleared by the High School Principal or the High School Activities Director prior to the absence.
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**-ATTENTION-**

A student is considered to be "chronically absent" if they miss 10% of the days in a grading period.

**By Iowa Code, both excused and unexcused absences count towards the total days**

used to determine if a student is chronically absent. Absences that are exempt include: those Directed by Administration, Algona High School Sponsored Activities and Events, Bereavement (funeral), College Visits, Court Appointments and Doctor's Excuse (which recommend student absence).

**Change beginning 2024-2025**

ACSD Board Policy 501.09 (as directed by Iowa Code)

4 absences (10%)...a certified letter will be sent home detailing information related to the absences and any consequence for additional absences  
6 absences (15%)...an engagement meeting will be held to identify barriers to attendance and interventions to develop strategies to improve  
8 absences (20%)...a call will be made to the County Attorney and more strict measures may be taken



# ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses **2** days a month..

They will miss **20 DAYS** a year.

They will miss **30 HOURS** of math over the school year.

They will miss **60 HOURS** of reading & writing over the school year.

They will miss over **1 YEAR** of school by graduation.

When a student misses **4** days a month..

They will miss **40 DAYS** a year.

They will miss **60 HOURS** of math over the school year.

They will miss **120 HOURS** of reading & writing over the school year.

They will miss over **2 YEARS** of school by graduation.