

Elementary Absence & Tardy Policy Summary

(Junior and Senior High policy is slightly different)

****Full attendance policy can be found in the FCS Student Handbook****

Absences

- Up to 20 absences allowed **for any reason the parent chooses**, including, but not limited to, medical appointments, funerals, sick days and vacations.
- **Absences are NOT labeled excused or unexcused.** Certain codes are used to indicate the type of absence, but all absences count the same. See below for code explanations.
- Missing work - Students are expected to turn in make-up assignments when they return to school and be prepared to take missed quizzes and tests within a week of returning. In case of an extended illness, teachers can extend the one-week period of make-up work.
- Advance work should be arranged with the teacher for planned absences.
- Students must not be checked out before 11:30 for perfect attendance purposes
- Students who **exceed 20 absences** in a school year **may be retained instead of promoted** to the next grade because too much instruction will have been missed.
 - Exceptions *may* be made by the principal in cases of documented extended or chronic illness. (see below).

Tardies

All tardies are considered unexcused (TU) unless a medical appointment note is provided.

Doctor Notes

- Medical notes can be submitted in the main office, or scanned/emailed to attendance@fayettevillechristian.com
- Absences that occurred during the date range of the doctor note will be changed to code "AN" – Absent w/doctor Note.
- Absences coded as "AN" **do** count toward the 20 allowable absences per year.
- Administration may make exceptions to retaining students with more than 20 absences due to chronic or extended illness, if proper medical notes are on file. ****Parent notes cannot be substituted for doctor notes****

Powerschool

Attendance information is always available by logging in to your Powerschool parent portal. If you have not already set up your parent portal and need to know your access information, please contact the front office.

Attendance Code Summary (Elementary)

A = Absent

AN = Absent w/doctor Note

AAD = Absent w/Advance Notice

TU = Tardy Unexcused

TE – Tardy Excused

SA = School Activity