

Attendance FAQ's

- How do I contact the school to let them know that my child is going to be absent?
 - Email HSMSAttendance@pas.k12.mn.us Please give student's first and last name, current grade and the reason that they are going to be absent. A parent or guardian needs to contact the school, NOT a sibling or other relative. This is the preferred method of communication. **OR**
 - Call the Attendance line at 507-562-6100 and leave the same information as stated above.
 - Please only use the above means to communicate absences. If you contact anyone individually, the message may NOT be received in a timely manner. The attendance email and attendance line are shared with multiple people to ensure proper and prompt response.
- What time does school start?
 - Warning bell is at 8:10 a.m., all students are to be in their first hour classroom by 8:15 a.m.
- How does Pipestone Area Schools keep track of the students coming and going throughout the day?
 - There are iPads in the HS/MS office which students **MUST** use to sign in and out of from school. This program, e-Hall Pass, helps us know when and why students are coming in and leaving the building.
- What if my student is late for school/class?
 - They will receive a warning for their 1st offense, 30 minutes of detention for their 2nd offense, 60 minutes of detention for their 3rd offense, and 90 minutes of detention for the 4th offense. Subsequent offenses will result in ½ day of In School Detention.
- What if my student needs to leave school for an appointment?
 - Email or call using the above contact information. Please leave student's name, time that they need to get out of class, and if they will or will not be returning back to school.
 - If your child has an appointment during the school day and they know about it when they arrive to school, please have them stop in the office **BEFORE** school starts to get their pass. They may also stop to get pass between classes or at lunch. This helps keep interruptions and distractions to a minimum during instructional time.
- Can my student leave for lunch?
 - Please keep in mind that PAS is a closed campus. Once students arrive at school, they are to remain in the building throughout the school day, including lunch. If you would like to take your student out for lunch, it is necessary for you to come into the HS/MS office and office staff will sign them out.
- Can my student have food delivered to the school?
 - Student's may NOT order out or have food delivered to the school.

- What if we are going to be gone on a family vacation or gone for an extended amount of time?
 - Parents/guardians must notify the office of the absence before students can get the Advanced make-up sheet. Once the school has been notified, your student may stop in the office for an Advanced make-up sheet.
 - Advanced make-up sheets may be requested prior to an extended absence. The purposed of an advanced make-up sheet is to make teachers aware of a student's upcoming absence and to allow the necessary time to get schoolwork prepared for the students before leaving. It is ideal if the Advanced make-up sheets are picked up from the office 2-3 days before the student's absence. They are not required, but are highly recommended.
- What if my child is not feeling well while they are at school?
 - Lindsey Saker RN, is our nurse at the HS/MS. Students who are not feeling well or have medical concerns during the school day are to see her in the nurse's office. If the illness/health concern requires the student to leave school, Ms. Saker will generate a pass for the student to leave. If the nurse is unable to find a medical reason for the student to leave school and the student leaves regardless, the absence will be considered unexcused.
- Do I need to let the school know if my student is going to be leaving/gone for a school related activity?
 - There is no need for a note from a parent/guardian if your student will be leaving school/gone from school for a school-related activity. (sport/band/choir/FFA, etc...) Coaches and teachers will inform the attendance secretary to ensure that their absences are excused.