

## I. PURPOSE

The school believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive, not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

## II. GENERAL STATEMENT OF POLICY

### A. Responsibilities

#### 1. Student

It is each student's right to be in school. It is also a student responsibility to attend school every day that school is in session and to be aware of and follow the correct procedures when absent from school. It is a student responsibility to request any missed assignments due to an absence.

#### 2. Parent or Guardian

It is a parent or guardian responsibility to ensure that the student attends school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

#### 3. Teacher

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### 4. Administrator

- a. It is the administrator's responsibility to require students to attend school. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the students attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school are required to attend school every day school is in session, unless the student has been excused by the school from attendance or has a valid excuse for absence.

B. Attendance Procedures

1. Excused Absences

- a. The following reasons shall be sufficient to constitute excused absences:
  - i. Illness
  - ii. Serious illness in the student's immediate family
  - iii. A death in the student's immediate family or of a close friend or relative
  - iv. Medical or dental treatment
  - v. Court appearance occasioned by family or personal action
  - vi. Pre-arranged family vacations
  - vii. Physical emergency conditions such as fire, flood, storm
  - viii. Official school field trip or other school-sponsored outing.

b. Consequences of Excused Absences

- i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- ii. Work missed because of absence must be made up within 2 days from the date of the student's return to school unless given longer by the teacher. Any work not completed within this period shall result in no credit for the missed assignment.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
  - i. Truancy. An absence by a student that was not approved by the parent and/or the school.
  - ii. Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
  - iii. Work at home.
  - iv. Any other absence not included under the attendance procedures in this policy.
- b. Consequences of Unexcused Absences
  - i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

- ii. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office.
  - b. Tardy students receive a time-marked late pass in order to enter class.
3. Excused Tardiness: Valid excuses for tardiness are:
  - a. Illness
  - b. Serious illness in the student's immediate family;
  - c. A death in the student's immediate family or of a close friend or relative;
  - d. Medical or dental treatment
  - e. Court appearances occasioned by family or personal action;
  - f. Physical emergency conditions such as fire, flood, or storm;
  - g. Any tardiness for which the student has been excused in writing by an administrator or teacher.
4. Unexcused Tardiness: An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents on the school website. This policy shall also be available upon request in the school administrative offices.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for **three (3)** days.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. 260A.03 provides that the Director or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;

2. That the parent or guardian should notify the School if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
4. That this notification serves as the notification required by Minn. Stat. 120A.34;
5. That alternative educational programs and services may be available in the School;
6. That the parent or guardian has the right to meet with appropriate School personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school.
2. The Director shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.