

503 STUDENT ATTENDANCE POLICY

I. PURPOSE

- A. The school board 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 and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administration. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibilities

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance, to maintain accurate attendance records in each assigned class and study hall and 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 and his/her parent or guardian to solve attendance problems that

may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. 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 student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 1. Illness.
 2. Serious illness in the student's immediate family.
 3. A death or funeral in the student's immediate family or of a close friend or relative.

4. Medical, dental or orthodontic treatment or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Religious holiday observance.
8. Family/physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored activities.
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
11. A student whose parent or legal guardian has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the superintendent or designee.

b. Consequences of Excused Absences

1. 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.
2. Work missed because of absence must be made up within the established number of days set by a school from the date of the student's return to school. Any work not completed within this period shall result in no credit for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
2. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
3. 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.
4. Students with unexcused absences shall be subject to discipline as determined by each school site. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Reporting Tardiness
 - a. Students tardy at the start of the school day must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. illness
- b. serious illness in the student's immediate family
- c. a death or funeral in the student's immediate family or of a close friend or relative
- d. medical, dental, orthodontic or mental health treatment
- e. court appearances occasioned by family or personal action
- f. family/physical emergency conditions such as fire, flood, storm, etc.
- g. any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness will be determined by each school site.

D. Participation in Co-Curricular Activities and School-Sponsored Activities

Each school site will determine the appropriate procedures for a student's involvement in co-curricular activities and school-sponsored activities when he/she is absent from school.

III. DISSEMINATION OF POLICY

Copies of a school's attendance policy and procedures shall be made available to all students and parents at the start of each school year. This policy shall also be available upon request in each school's administrative office.

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:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school attendance officer 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 child's enrolling or resident district;
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. §260; and
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.

C. Habitual Truant

1. An habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. §260A.

V. SUPPORT FOR STUDENT ATTENDANCE

Each school site will develop procedures that promote regular student attendance and prevent absenteeism and truancy. When possible, the district will work with other organizations and agencies to support regular student attendance.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

ATTENDANCE PROCEDURE

ALEXANDRIA AREA HIGH SCHOOL

The Board of Education believes regular attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance, a responsibility that should be shared by students, parents and school, is one means by which a student learns responsibility and self-discipline. Consequently, the following attendance policy is intended to be positive and not punitive.

RESPONSIBILITIES

Student: Students have the RIGHT to attend classes at Alexandria Area High School. Students attending the high school have the RESPONSIBILITY to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable.

Parent or Guardian: It is the responsibility of the student's parent or guardian to encourage the student to attend school, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop acceptable attendance patterns.

Teacher: Because Alexandria Public Schools believes it is important for students to be in class and on time, staff will report to the office accurate hourly attendance.

Administration: It is the administrator's responsibility to require students to attend all assigned classes and study halls. 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 student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURE

- If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the school office before noon the day of the absence. An attendance line is available twenty-four (24) hours a day at 320-762-2143 for messages regarding attendance. If, for some reason, a student or parent is unable to follow the above procedure, the Assistant Principal must be contacted.
- Students who have unexcused absences will receive one (1) hour of detention for every missed hour of school.
- Unexcused absences of two (2) or more consecutive hours may result in one (1) day of Saturday School.
- Three (3) to six (6) consecutive unexcused class hours or a full day will result in one (1) day of In-School Suspension or Saturday School. Parents will be notified of unexcused absences and In-School Suspension assignments.

- Students must be in school attendance hours 4th, 5th, 6th and 7th (unless absent due to a school sponsored activity or medical/dental appointment) in order to be eligible to practice or participate in any activity after school.

POLICY

A student will lose credit for any course when unexcused absences reach beyond three (3) for one semester. After two (2) unexcused absences, a letter will be sent home. Students who have exceeded the three (3) maximum absence rule and have lost credit may be assigned to a study hall for the remainder of the term. Three (3) or more unexcused absences from study hall may result in suspension from school. The student support team may allow a student to keep a class for credit when special circumstances apply.

CLASSIFICATION OF ABSENCES

A. **EXCUSED ABSENCE**: An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teacher's obligation to assist the student with all make-up work. Each teacher will notify his/her students of their make-up policy. The amount of time allowed for make-up work is equal to the number of days of absence plus one unless other arrangements are made with the classroom teacher. The following absences are considered excused and are **NOT** counted in the **THREE (3) MAXIMUM ABSENCE RULE**:

1. Sickness of the student – doctor excuse may be required after three (3) days
2. Sickness, death or funeral in the student's family
3. Impassable roads/inclement weather/late buses
4. Quarantine
5. Religious holiday observance and instruction not to exceed three hours in any week
6. Required court appearance
7. Trips taken with the family, when cleared with the Principal's Office by a parent/guardian before the absence occurs
8. Dental, medical, orthodontic or mental health appointments
9. School-sponsored activities
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

11. Family/physical emergencies such as fire, flood, storm, etc.
 12. Excuses other than those listed above should be cleared with the Principal's Office by a parent/guardian before the absence occurs. A student whose parent or legal guardian has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the superintendent or designee.
- B. PRE-EXCUSED ABSENCE: Pre-excused absences are used for family trips, school activities or when a student will be absent three (3) or more days from school. Students who know they will be absent should get a "Pre-excuse" form from the Principal's Office and return it signed prior to the trip or school activity.
- C. UNEXCUSED ABSENCE: An unexcused absence indicates that the student is absent from school or class with the consent of the parent/guardian, but for a reason which is not acceptable to the school as listed in "A" above. Make-up work is required and full credit will be given. THE ABSENCES ARE COUNTED IN THE THREE (3) MAXIMUM ABSENCE RULE.

THREE MAXIMUM ABSENCE RULE

A student will lose class credit when the unexcused absences in a particular hour exceed three (3) for one (1) semester. Parent(s) or guardian(s) will be notified when their son/daughter is truant from class/school. Students who reach their three (3) maximum unexcused absences in an individual class will be required to participate in a conference with the Assistant Principal and other support service providers. The student and school officials will sign a contract stating the next unexcused absence in the particular class hour will result in lost credit and a study hall placement for the remainder of the term. Three (3) or more unexcused absences from study hall may result in suspension.

- D. TRUANT ABSENCES (unexcused): These absences are not school authorized or are absences not verified by a parent or guardian. THE ABSENCES ARE COUNTED IN THE THREE (3) MAXIMUM ABSENCE RULE. Make-up work is required and will receive no more than fifty percent (50%) credit.

The school site shall notify the student's parent/guardian by a phone call or other reasonable means of truant absences in accordance with MN Stat. 260A.02.

- E. SUSPENSION FROM SCHOOL: Make-up work is required and will receive up to one hundred percent (100%) credit with credit determination made by the building principal or his/her designee. Days during which a student is suspended from school shall not be counted in the student's total cumulative unexcused absences.
- F. TARDINESS: Tardiness is late arrival to school or to a class. Tardies are classified as excused or unexcused depending on the reason. The attendance secretary may report three (3) unexcused tardies, by period, as one (1) unexcused absence. Examples are as follows:

- Excused: Illness, medical/dental/orthodontic/mental health appointments, family emergencies, pass from school personnel
- Unexcused: Oversleeping, missing the bus, not able to get to school, car trouble, etc.

G. TRUANCY INTERVENTION/TRACKING PROGRAM

(1) Three (3) Unexcused Class Periods: When a student has three unexcused absences, he/she will be considered a continuing truant. This is not in violation of the law but warrants the school to begin the following intervention plan.

- Students who reach their (3) maximum unexcused absences in an individual class will be required to participate in a conference with the Assistant Principal and appropriate staff. At this time, all involved parties will sign an attendance contract.
- Parent(s)/Guardian(s) will be notified of the Truancy Intervention Process and possible consequences if attendance fails to improve.
- Copies and notation of all contracts between school and parent/child are kept on file.
- Screening is completed if warranted.
- The Attendance Review Team will monitor the student's attendance.

(2) Seven (7) Unexcused Class Periods: A student with seven (7) or more unexcused absences is considered an habitual truant and is in violation of M.S. 260.015, Subd. 2a (12).

- (a) School Social Worker or Attendance Review Team notifies the Assistant Principal and faxes a referral to the Douglas County Attorney's Office.
- (b) Douglas County Attorney's Office generates a letter to the child's parents notifying them to attend a meeting with school officials, Assistant Principal, social services representative, child, parents and trackers. Failure by child or parents to attend the contract meeting will generate a second notice to the parents outlining the penalties involved if a petition is filed with the Douglas County Courts.
- (c) Assistant Principal facilitates the meeting with parents, school officials, social services, tracker and child.
 - The program is explained to parent and child.
 - Consequences for failing to cooperate with the program or complete the program are discussed.
 - The contract is signed by all parties in attendance.
 - Trackers are assigned to the case.
 - Results from the screening are relayed to parents if warranted.
 - Review date and time are scheduled.

ATTENDANCE PROCEDURE

DISCOVERY MIDDLE SCHOOL

The Board of Education believes full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education.

Regular attendance, a responsibility that should be shared by students, parents, and school, is one means by which a student learns responsibility and self-discipline. Student absenteeism is often the cause of many failures in school. Consequently, the following attendance policy is intended to be positive and not punitive. To encourage attendance, the Board of Education herein adopts the following attendance requirements for Discovery Middle School:

RESPONSIBILITIES

Student: Students have the **RIGHT** to attend classes at Discovery Middle School. Students attending the middle school have the **RESPONSIBILITY** to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable.

Parent or Guardian: It is the responsibility of the student's parent or guardian to encourage the student to attend school, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop acceptable attendance patterns.

Teacher: District 206 will provide certified, competent teachers in all classes. The teachers will conduct well-planned, educational, orderly and timely instruction in all classes. Teachers will record and report to the office accurate hourly attendance.

Administrators: It is the administrator's responsibility to require students to attend all assigned classes and study halls. 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 days absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURE

If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the school office (320-762-7900, extension 3236) before noon the day of the absence. We prefer to have phone calls to report absences. If phone calls cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day s/he returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. If, for some reason, a student or parent is unable to follow the above procedure, the Assistant Principal must be contacted.

CLASSIFICATION OF ABSENCES

- A. **EXCUSED ABSENCE**: An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teacher's obligation to assist the student with all make-up work. The school recommends two days to make up for each one day gone; however, teachers may extend the make-up time as they see fit. The following absences are considered excused:
1. Sickness of the student – doctor excuse may be required after three (3) days;
 2. Sickness, death or funeral in the student's family;
 3. Impassable roads/inclement weather/late buses;
 4. Quarantine;
 5. Religious holiday observance and instruction not to exceed three hours in any week;
 6. Required court appearance;
 7. Trips taken with the family, when cleared with the Principal's Office by a parent/guardian before the absence occurs;
 8. Dental, medical, orthodontic or mental health appointments;
 9. School-sponsored activities;
 10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 11. Family/physical emergencies such as fire, flood, storm, etc.
 12. Excuses other than those listed above should be cleared with the Principal's Office by a parent/guardian before the absence occurs. A student whose parent or legal guardian has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the superintendent or designee.
- B. **MONITORING ABSENTEEISM**: A staff attendance review team will meet on a regular basis to monitor both excused and unexcused student absenteeism. When a student reaches ten (10) percent excused or unexcused absences, the team will review the student's attendance pattern and, if appropriate, begin an intervention process with the student and family to improve student attendance and academic progress.
- The involvement of an attendance case manager will be considered to assist in the monitoring of a student's attendance and to provide necessary support and programming coordination for the student.
- C. **PRE-EXCUSED ABSENCE**: Pre-excused absences are used for family trips and school activities. Students who know they will be absent should get a "Pre-excuse" form from the Student Services window and return it signed prior to the trip or school activity.
- D. **UNEXCUSED ABSENCE**: An unexcused absence indicates that the student is absent from school or class with the consent of the parent(s)/guardian(s), but for a reason which is not acceptable to the school as listed in "A" above. Make-up work is required and full credit will be given. The fourth unexcused absence/tardy in any given quarter will result in detention for the student. Detention will result from each succeeding incident.
- E. **TRUANT ABSENCES**: These absences are not school authorized or are absences not

verified by a parent or guardian. When a student reaches fifteen (15) percent of excused or unexcused absences from his/her District 206 attendance in a school year, the school may consider the student to be truant. Make-up work is required and will receive no more than fifty percent (50%) credit.

The school site shall notify the student's parent/guardian by first class mail or other reasonable means of truant absences in accordance with MN Stat. 260A.02.

- F. SUSPENSION FROM SCHOOL: Make-up work is required and will receive up to one hundred percent (100%) credit.
- G. TARDINESS: Tardiness is late arrival to school or to a class. Tardies are classified as excused or unexcused depending on the reason. Arriving to any class period late without an excuse will be counted as an unexcused tardy. Examples are as follows:
- Excused: Illness, medical/dental/orthodontic/mental health appointments, family emergencies, pass from school personnel
 - Unexcused: Oversleeping, missing the bus, not able to get to school, loitering in the hallways.

Tardies other than 1st period will be dealt with in the classroom. Each teacher will advise students of penalties and/or makeup. Late arrivals to school in the morning will be dealt with through the Principal's Office. The fourth unexcused absence/tardy in any given quarter will result in detention for the student. Detention will result from each succeeding incident.

- H. EXCESSIVE ABSENCES: Middle School students with excessive absences (20 or more days), failing quarter grades, unsuccessfully completing graduation standard tests (mathematics and reading), and unsuccessfully participating in the student's attendance intervention plan may be recommended for retention the following year.

ATTENDANCE PROCEDURE

DISTRICT 206 ELEMENTARY SCHOOLS

The Board of Education believes full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance, a responsibility that should be shared by students, parents and school, is one means by which a student learns responsibility and self-discipline. Student absenteeism is often the cause of many failures in school. Consequently, the following attendance policy is intended to be positive and not punitive. To encourage attendance, the Board of Education herein adopts the following attendance requirements for Alexandria Public Schools elementary schools:

RESPONSIBILITIES

Student: Students have the RIGHT to attend classes at the elementary school level. Students attending an elementary school have the RESPONSIBILITY to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable.

Parent/Guardian: It is the responsibility of the student's parent/guardian to encourage the student to attend school, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop acceptable attendance patterns.

Teacher: Alexandria Public Schools will provide certified, competent teachers in all classes. The teachers will conduct well-planned, educational, orderly and timely instruction in all classes. Teachers will record and report to the office accurate attendance for each student.

Administrators: It is the administrator's responsibility to require students to attend all assigned classes and study halls. 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 student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURE

If a student is absent or will be absent from class, will arrive late to school or leaves school prior to the regular dismissal time, the student's parent or guardian must notify the school office prior to the beginning of the school day. Notifications can be made through a phone call, personal contract or by a note. Absences not reported by parents may be counted as unexcused. If phone calls cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. If a parent is unable to follow the above procedure, the principal must be contacted.

Office personnel will attempt to contact parents of unexcused students after the school day has

begun to ensure their location; however, the student's absent status may still be considered unexcused.

CLASSIFICATION OF ABSENCES

ABSENCE is defined as being missing from school beyond the definition of tardy.

A ½ day of absence will be based on missing a portion of the day that exceeds 60 minutes but is less than 3 hours.

A full day of absence will be based on a student missing more than 3 hours of the school day.

A. **EXCUSED ABSENCE**: Excused absences are excuses that have been cleared through the proper school personnel either through a contact with the teacher, principal or school health assistant. An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work. The school recommends two days to make up for each one day gone; however, teachers may extend the make-up time as they see fit. The following absences are considered excused:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Quarantine.
5. Medical, dental or orthodontic treatment or mental health appointment.
6. Court appearances occasioned by family or personal action.
7. Religious instruction not to exceed three hours in any week.
8. Religious holiday observance.
9. Family/physical emergency conditions such as fire, flood, storm, etc.
10. Official school field trip or other school-sponsored activities.
11. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
12. Excuses other than those listed above should be cleared with the Principal's Office by parent/guardian **before** the absence occurs. A student whose parent or legal guardian has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the superintendent or designee.

B. **PRE-EXCUSED ABSENCE**: Pre-excused absences are used for family trips and school activities. Parents/guardians should discuss the absence with the student's classroom teacher. Questions/concerns should be brought to the attention of the Building Principal. Completion of make-up work is required.

C. **UNEXCUSED ABSENCE**: An unexcused absence indicates that the student is absent from school or class with the consent of the parent/guardian, but for a reason which is not acceptable to the school as listed in "A" above. Completion of make-up work is required.

- D. **TRUANT ABSENCES** (unexcused): These absences are not school authorized or are absences not verified by a parent or guardian. Completion of make-up work is required.
- E. **SUSPENSION FROM SCHOOL**: Make-up work is required and may receive less than full credit. Days during which a student is suspended from school shall not be counted in the student's total cumulative unexcused absences.
- F. **TARDINESS**: Tardiness is defined as any time a student misses school during the day that does not exceed 60 minutes. Tardiness is classified as excused or unexcused. Examples are as follows:

Excused:

1. Illness.
2. Medical/dental/orthodontic/mental health appointments.
3. Family emergencies.
4. Pass from school personnel.

Unexcused:

1. Oversleeping.
2. Missing the bus.
3. Loitering in the hallways.

- G. **MONITORING ABSENTEEISM**: Each elementary school will have an attendance review team that will meet on a regular basis to monitor both excused and unexcused student absenteeism. When a student reaches six (6) days of excused or unexcused absences in a trimester, the team will review the student's attendance pattern and, if appropriate, begin an intervention process with the student and family to improve student attendance and academic progress.

The involvement of an attendance case manager will be considered to assist in the monitoring of a student's attendance and to provide necessary support and programming coordination for the student.

- H. **EXCESSIVE ABSENCES**: Elementary students with excessive absences (20 or more days), having failed to satisfactorily complete seventy (70) percent or more of their work and having not successfully participated in the student's attendance intervention plan may be recommended for retention the following year.

Policy Adopted: 9/19/88

Policy Revised: 8/18/03, 1/25/10, 5/17/10, 7/18/11, 5/14, 11/16/20

Alexandria Public Schools - No. 206

Alexandria, Minnesota