

## 503R STUDENT ATTENDANCE REGULATION

### I. OFFICIAL RECORDS

The official attendance record will be kept by the attendance office.

### II. SUPPLEMENTARY BUILDING REGULATIONS

Any individual building regulations developed by schools must be submitted to the Superintendent annually.

### III. ATTENDANCE PROCEDURES AND PARENT NOTIFICATION

#### A. Elementary (K-5)

1. Any time a student is absent without prior notification, parents will receive a phone call from the school indicating the child has been absent.
2. After three (3) unexcused absences parents will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After seven (7) unexcused absences, a student is deemed in educational neglect and the school attendance officer or other designated school officials will take appropriate action which may include a request to county social services.
4. After eleven (11) **excused and unexcused absences**, the students and family may be required to attend a meeting with administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.

#### Elementary School Tardiness

A student is considered tardy up to fifteen (15) minutes late for the morning or afternoon section. If a student arrives to either section more than fifteen (15) minutes late, the student is considered absent for the section.

#### B. Middle School (6-8)

1. Any time a student is absent without prior notification parents will receive a phone call from the school indicating the child has been absent.
2. After three (3) unexcused absences the parent/guardian will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After seven (7) unexcused absences the student is deemed truant, the parent/guardian will receive a letter informing them of the absences, the student will be referred to the Truancy Action Project (TAP) advocate.
4. After fifteen (15) unexcused absences a student, the school attendance office or other designated school officials will take appropriate action which may include:
  - Student attendance contract
  - Mediation Contract through St Louis County court
  - Truancy referral to the Student Attendance Review Board (SARB)
  - Truancy court ticket issued by St Louis County Court.

### Middle School Tardiness

A student is considered tardy up to 10 minutes late for a class. After 10 minutes a student is considered absent. When a student has accumulated three (3) unexcused tardies per course, disciplinary action may occur.

#### C. High School (9-12)

1. Any time a student is absent without prior notification, parents will receive a phone call from the school indicating the child has been absent.
2. After three (3) unexcused absences parents will receive a letter informing them of absences and possible consequences for continuation of unexcused absences.
3. After (5) unexcused absences a student will be placed on an attendance contract, student may receive an Incomplete for the course.
4. After seven (7) unexcused absences, a student is deemed truant and the school attendance officer or other designated school officials will take appropriate action which may include a request to the county attorney (503-4) to file a petition with the juvenile court, pursuant to Minnesota statutes.
5. After a student accumulates nine (9) unexcused absences in a course, a student will lose credit for the course.

### High School Tardiness

A student is considered tardy up to 10 minutes late for a class. After 10 minutes it is considered an absence. Three (3) unexcused tardies will equal one (1) unexcused absence.

## **IV. Distance Learning Attendance**

#### A. Elementary (K-5)

1. Document - Each site will be using a daily attendance tracking document for Grades K - 5
2. The expectation of MDE is that "students receive daily interaction with their licensed teacher(s)" each day
3. Contact can be made through email, phone call, text, Google Classroom, a shared google document, and/or face-to-face
4. Daily documentation should be recorded into each building's Attendance Tracker by any teacher that has contact
5. Interventionists and Specialists should be working with classroom teachers to help with this daily contact task
6. SPED teachers providing services should mark attendance in the classroom teacher's tab
7. At the end of each work day, the classroom teacher should enter absences into Infinite Campus
8. Families and students may be working on content / contacting teachers outside of the teacher scheduled workday
9. Teachers would mark the attendance for the previous day into the daily attendance tracker

10. When packets are submitted online or in paper, the teacher can mark the whole week as positive attendance in the attendance tracker
11. Building clerical will update retroactive attendance in Infinite Campus each week
12. Questions should be directed to the building principal

B. Secondary (6-12)

1. Instructions for teachers:

- Interaction can be
  - The student completing the Check In Google Form
  - The student responding to or initiating an email
  - The student participating in the discussion in your classroom
  - A phone call interaction
  - Work completed and returned digitally
  - A paper packet returned and completed
- We recommend using a Teacher Check In Google Form each week (not each day) to check in with as many as possible. You can decide what to ask on the form (Do you need assistance? Did you send in something to grade? What is something new you learned? How are you doing? etc.)
  - [Sample Check In Form](#)
  - If a student doesn't complete the check in form, you will need to look for other interactions they may have had with you or the content. See above for definition of "Interaction"
- For interaction tracking purposes, create an assignment in Infinite Campus that is not factored into their grade.
  - This will allow parents/guardians to monitor their child's interactions from home.
  - On Friday, reach out to those students who haven't yet interacted in any way.

2. Each Tuesday after a packet has been assigned:

- Update the weekly check in assignment with any interactions that occurred over the weekend.
- After updating interactions for that week, each teacher will need to complete the Distance Learning Attendance google form one time for each student with whom you had no interaction. Responses will be used by clerical to create attendance records.
  - [Distance Learning Attendance Form for East High School](#)
  - [Distance Learning Attendance Form for Denfeld High School](#)
  - [Distance Learning Attendance Form for Ordean East Middle School](#)
  - [Distance Learning Attendance Form for Lincoln Park Middle School](#)
- If there is no interaction with you throughout the week, the student will be marked absent in your class period for the entire week.,
- Clerical will document attendance based on your Distance Learning Attendance form for the entire week. Clerical will modify attendance if a student eventually submits work, electronically or in paper packet.
- Completed work from a given week will clear attendance for that entire week regardless of when it is turned in.

3. Attendance is all or nothing for the week but can be updated, by clerical, at any time:

- 1 interaction = present for the week for that class
- 0 interactions = absent for the week for that class
- Attendance for the week will be updated after completed work is submitted.
  - Completed paper packets will be checked in by clerical staff who will update attendance.
  - If a student digitally completes the work for a previous week, the teacher must email clerical staff to update attendance.

Replaced: Regulation 5025R  
Adopted: 03-22-2016  
Revised: **04-21-2020 ISD 709**