

## **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 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 absence. Three (3) unexcused tardies will equal one (1) unexcused absence.

**Replacing: 5025R 3/22/2016**