

503 STUDENT ATTENDANCE

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

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 administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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's 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 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 and to maintain accurate attendance records in each assigned class and study hall. 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'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 Minnesota Compulsory Instruction Law, Minnesota Statutes, section 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 been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, 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. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board,~~ a truant officer, or the school official designated by the principal, ~~or the superintendent.~~ A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

- b. 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.

[NOTE: The school district may choose to include subparagraph (b).]

- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent

attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: Subparagraph iii above incorporates the 2024 amendment to Minnesota Statutes, section 120A.22, subdivision 12.]

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. 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 5 days 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) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) 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, Minnesota Statutes, sections 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 in the following manner:
 - (a) From the first through the third cumulated unexcused absence in a [quarter] the student will not be allowed

to make up work missed due to such absence.

- (b) After the fifth cumulated unexcused absence in a [quarter], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of seven unexcused absences and that, after the seventh unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After seven cumulative unexcused absences in a [quarter] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After nine cumulated unexcused absences in a [quarter], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) 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, Minnesota Statutes, sections 121A.40-121A.56.

[NOTE: MSBA encourages school boards to consider whether imposition of academic penalties for unexcused absences is consistent with the district's mission and pedagogical approach. If a school board determines that academic penalties should not be imposed, section 2(b) should be deleted or rewritten.]

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 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. 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 may include detention after three unexcused tardies. In addition, three unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who

wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 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, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 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 Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
- 4. That this notification serves as the notification required by Minnesota Statutes, section 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 Minnesota Statutes, chapter 260C;

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 Minnesota Statutes, section 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.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A 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, junior high 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 per school year 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 Minnesota Statutes, chapter 260A.

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.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
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 a 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 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 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)

ADDENDUM

ELEMENTARY ATTENDANCE POLICY

The Board of Education, administration and faculty of School District #2143 believe that regular school attendance is related to success in academic work. In accordance with Minnesota Mandatory Attendance Law (MN Stat. 121.101) students are required to be full time students and attend assigned classes every day that school is in session. Attendance in educational settings is an important component of learning. Good attendance benefits students academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility, which are all important components of success. Regular school attendance is essential if the student is to receive maximum benefit from his/her classes and teachers. Attending school is a full-time job for all students.

Much of the information students receive, and many of the skills students learn in school are not found in textbooks, but are presented by the teacher. Much of what a student misses because of absence cannot be made up, such as direct instruction, and interaction with teachers and peers.

Please schedule appointments outside of the school day. We ask for cooperation in getting students to school on time and on a regular basis.

CLASS ATTENDANCE AND LEARNING

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 (MN Statute 121A.40-121A.56). It is the student's responsibility to request any missed assignments due to an absence.

ATTENDANCE PROCEDURES

Students will be allowed nine excused absences per semester (10%). Absences will need to be called into the office the day of **or before** the absence for it to be excused. In the event that a parent/guardian does not call in the student and it is within the first nine absences the student will be marked an unexcused absence. On the tenth absence per semester the student will be unexcused unless a doctor's note can be provided to the office staff within 48 hours of the student returning to school.

If a student is sent home by the nurse because they have a temperature or are ill it is excused. If a student comes to the nurse and it is not medically necessary for them to go home the nurse will not excuse the student. **Students should not call or text their parent(s) to excuse them from school, the nurse will contact the parent(s) and discuss the health situation and recommend if the student should leave school to go home.**

School sponsored events, bereavement and college visits are all considered excused, but a parent must call the office and follow protocol for the absence to be excused.

UNEXCUSED ABSENCES

The following are examples of absences that will not be excused **(but not limited to)**:

1. Educational Neglect. An absence by a student which was not approved by the parent and/or school district (forging note/pass) as in leaving class without the approval of the teacher.
2. An absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures as in leaving school.

3. More than **(5 minutes)** late to class without an excused pass, **all tardies will be marked unexcused unless a parent calls to excuse the student.**
4. Any other absence not included under the attendance procedures set out in this policy.
5. Removal of a student pursuant to a suspension. Students will complete make-up work and receive credit for that work. Work will be due the following day or upon returning to school.

CONSEQUENCES OF UNEXCUSED ABSENCES

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN. Stat. 127.26-127.319. 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. A student with unexcused absences will be subject to discipline in the following manner:

- After the **(third/fifth)** unexcused absence in a class, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absence. Students with educational neglect issues and their parents may meet with the Principal and school counselor to discuss their situation and decide on corrective measures.
- The student or his/her parents or guardian may, within three regular school days after the first notice by telephone or letter, request a conference with the principal regarding the student's absence(s). Any notification will state that the school strongly urges the student's parent or guardian to request such a conference.

TARDINESS

Students are expected to be in their assigned area at the designated time. Failure to do so constitutes tardiness. The classroom teachers will report all tardies to the office through the attendance program.

TELEPHONE NUMBERS ARE: Please contact the office by 8:00 AM regarding student absences

Waterville Elementary: Phone 362-4439 Fax 362-4762

When prompted please select the attendance line.

If your child's absence will cause him/her to miss more than two days of school, arrangements should be made to get assignments, either through the office or your child's teacher. Students that will be gone from school for non-sick related reasons for extended periods of time need to get prior approval from the Principal. Students that are absent, or go home sick during the school day, should not participate or attend school activities that evening. Teachers and secretaries will notify the Principal of any questionable or unusual absences. Periodically, school officials will review each student's attendance record for excessive absences and tardiness. At that time, he/she may deem it necessary to meet with the parents of the student to discuss the student's future attendance.

After the third/fifth unexcused absence, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absences. Students with truancy issues and their parents may meet with the Principal and/or other school officials to discuss their situation and decide on corrective measures. Additionally, absences beyond three unexcused days are considered "continuing truant""educational neglect" under the law. (260C.007, subdivision 6(3) and 6(14) and Minn. STAT. 120A.22) and may be referred to county officials for further action.

Because of the number of extenuating circumstances that may exist, the administration has the authority to deviate from any of the above attendance regulations and/or procedures if it feels it is in the best interest of the student and/or school.

EXCUSING CHILDREN FROM SCHOOL EARLY

Parent/guardian requests to excuse a child early from school should be made in writing to the principal or secretary. Teachers are not allowed to release a child directly to any adult. Parents/guardians are requested to pick up their children in the office. If you are asked for identification before we allow a child to be released from school, please understand that this is done for the protection of the child. **All parents/guardians must sign out their child from the elementary office if they will be leaving school early.**

JUNIOR HIGH SCHOOL ATTENDANCE:

The Board of Education, administration and faculty of School District #2143 believe that regular School attendance is related to success in academic work. In accordance with Minnesota Mandatory Attendance Law (MN Stat. 121.101) students are required to be full time students and attend assigned classes every day that school is in session. Attendance in educational settings is an important component of learning. Good attendance benefits students academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility, which are all important components of success. Regular school attendance is essential if the student is to receive maximum benefit from his/her classes and teachers. Attending school is a full-time job for all students.

Much of the information students receive, and many of the skills students learn in school are not found in textbooks, but are presented by the teacher. Much of what a student misses because of absence cannot be made up, such as direct instruction, and interaction with teachers and peers. Please schedule appointments outside of the school day. We ask for cooperation in getting students to school on time and on a regular basis.

Please help us by calling the office before 8:30 A.M. when your child is absent. The telephone number is 685-4222 messages can be left in the event the secretary is unavailable. An advance make-up slip may be obtained in the same manner. A school secretary will attempt to call the student's home, parent work-place, or the emergency phone number for every child not reporting to school.

Excused absences may include:

1. Illness
2. Sickness verified by a doctor
3. Death of a close friend or relative
4. Medical or dental appointments. Please try to make it an after school time.
5. Court appearance
6. School sponsored events
7. Serious illness in a student's immediate family

Examples of absences which may not be allowable are as follows:

1. Oversleeping
2. Work
3. Truancy
4. Car troubles
5. Undefined personal reasons
6. Shopping
7. Hair and tanning appointments/Cosmetic Appointments

8. Errands

9. Other undocumented absences

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.

Because of the number of extenuating circumstances that may exist, the administration has the authority to deviate from any of the above attendance regulations and/or procedures if the administrator feels it is in the best interest of the student and/or school.

A parent's written excuse is to be presented when the student returns to school, a make-up slip is mandatory for a student's re-admittance to classes.

All students must be in attendance one-half (1/2) of the school day, beginning no later than at the start of the first period after lunch in order to attend or participate in an extracurricular activity during the school day and/or during that evening. If a student goes home sick during the school day, he/she cannot participate in extracurricular activities that day or evening.

If a student is going to be absent for more than the time specified above, prior approval is needed from the Principal. An unexcused absence for a portion of that day would eliminate the student from attendance and/or participation that evening.

Attendance

Students will be allowed **nine** excused absences per semester (10%). Absences will need to be called into the office the day of the absence for it to be excused. In the event that a parent/guardian does not call in the student and it is within the first nine absences the student will be marked unexcused absence. On the **tenth** absence per semester the student will be unexcused unless a doctor's note can be provided to the office staff within 48 hours of the student returning to school. **For each consecutive absence after nine (per semester) students will be marked unexcused unless a medical note is provided to the school office.**

An unexcused absence will result in a zero or no credit for any daily work, homework or tests. For each **excused** absence the student will be allowed **two additional school days** once the student returns to class to make up work before it becomes late.

A school secretary will attempt to call the student's home, parent work-place, or the emergency phone number for every child not reporting to school.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:

Please schedule appointments outside of the school day. Parents are asked to come to the main office to pick up their child who is being released from school during the school day for any reason. Students are expected to return to the school immediately following completion of the activity for which the student was excused and report to the office with their parents or a note from the parent.

Once a student arrives on school property, they are not to leave school property for any reason, without first obtaining permission from the Principal or Principal's designee.

TARDIES

Students are expected to arrive to each class on time and be prepared to learn when the bell rings.

A student is considered tardy if they arrive after the bell without a valid excuse or pass. If a student accumulates 3 unexcused tardies to class within one school week, they may be assigned a detention. Detentions may take place before school, during lunch, or after school, depending on the situation and availability. Continued or excessive tardiness may result in additional consequences and communication home. Students who have a pass or a verified excuse from a staff member will not be marked as tardy.

HIGH SCHOOL ATTENDANCE

CLASS ATTENDANCE AND LEARNING

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 (MN Statute 121A.40-121A.56). It is the student's responsibility to request any missed assignments due to an absence.

ATTENDANCE PROCEDURES

Students will be allowed nine excused absences per semester (10%). Absences will need to be called into the office the day of **or before** the absence for it to be excused. In the event that a parent/guardian does not call in the student and it is within the first nine absences the student will be marked an unexcused absence. On the tenth absence per semester the student will be unexcused unless a doctor's note can be provided to the office staff within 48 hours of the student returning to school.

If a student is sent home by the nurse because they have a temperature or are ill it is excused. If a student comes to the nurse and it is not medically necessary for them to go home the nurse will not excuse the student. **Students should not call or text their parent(s) to excuse them from school, the nurse will contact the parent(s) and discuss the health situation and recommend if the student should leave school to go home.**

School sponsored events, bereavement and college visits are all considered excused, but a parent must call the office and follow protocol for the absence to be excused.

An unexcused absence will result in a zero or no credit for any daily work and homework. **Formal assessments will be handled by the classroom teacher as outlined in their syllabus.**

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Students are required to pick-up a make-up slip from the office and share it with each teacher throughout the day. The make-up slip serves as a formal communication record between the office, teacher and student.

Late Work

For each subject area and class, **teachers will provide a late work policy for their classes and include in their syllabus.**

Extended time for special circumstances, IEPs, 504 Plans, etc. will be discussed with one or more of the following: student, parent, case manager and/or staff member.

UNEXCUSED ABSENCES

The following are examples of absences that will not be excused **(but not limited to)**:

1. Truancy. An absence by a student which was not approved by the parent and/or school district (forging note/pass) as in leaving class without the approval of the teacher.
2. An absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures as in leaving school without first obtaining a Blue Pass.
3. Work at a business, except under a school-sponsored work release program.
4. More than **(5 minutes)** late to class without an excused pass, **all tardies will be marked unexcused unless a parent calls to excuse the student.**
5. Any other absence not included under the attendance procedures set out in this policy.
6. Removal of a student pursuant to a suspension. Students will complete make-up work and receive credit for that work. Work will be due the following day or upon returning to school.

CONSEQUENCES OF UNEXCUSED ABSENCES

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN. Stat. 127.26-127.319. 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. A student with unexcused absences will be subject to discipline in the following manner:

- After the **(third/fifth)** unexcused absence in a class, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absence. Students with truancy issues and their parents may meet with the Principal and School Board members to discuss their situation and decide on corrective measures.
- The student or his/her parents or guardian may, within three regular school days after the first notice by telephone or letter, request a conference with the principal regarding the student's absence(s). Any notification will state that the school strongly urges the student's parent or guardian to request such a conference.

TARDINESS

Students are expected to be in their assigned area at the designated time. Failure to do so constitutes tardiness. The classroom teachers will report all tardies to the office through the attendance program. Three unexcused tardies in a quarter **will result in a 30 minute detention assigned from 3:10-3:40 on Wednesdays. Detentions may include school community service as assigned per administrator.** Each additional tardy after the served detention will be cumulative and detentions will be assigned weekly. Ongoing and excessive tardies will result in loss of school activities, ISS or another consequence determined by administration. Failure to attend detention as assigned will be handled with administration discretion.