

503R STUDENT ATTENDANCE REGULATION

I. OFFICIAL RECORDS

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

II. DEFINITIONS ~~SUPPLEMENTARY BUILDING REGULATIONS~~

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

- A. Compulsory Attendance: Children between the ages of seven (7) and seventeen (17) must attend school every day and be on time unless they have a lawful excuse. A student is considered truant if they are absent without a legal excuse for three or more full or partial school days in a year. Children enrolled in kindergarten or a higher grade in a public school are subject to compulsory attendance. However, a parent/guardian can withdraw a child under seven (7) from enrollment at any time for good cause.
- B. Habitually Truant: A student is considered habitually truant if they are out of school without a valid reason for at least seven (7) school days.
- C. Educational Neglect: Determined when a child's parent, guardian, or custodian fails to comply with compulsory instruction laws, resulting in the child missing school. It is considered educational neglect when a student is under twelve (12) and has seven (7) unexcused absences.
- D. Chronically Absent: A student is considered chronically absent if they miss more than 10% of their school days in a given year. In Duluth public schools this would equate to approximately two (2) days per month, or eighteen (18) days per year of excused and/or unexcused absences.
- E. 15-Day Withdrawal Provision: In Minnesota, a school district must drop a student from its enrollment after 15 consecutive days of absence, even if the student has excused absences.
- F. Exempt attendance: A student is marked "exempt" whenever they are in school under the care of a responsible adult, such as a nurse, coach, social worker, or principal. It does not count toward a students' chronic absenteeism calculation.
- G. Internal Truancy: Students who are physically present at school but skip specific classes or periods without permission. Student absences are marked as unexcused.

III. PARENT/GUARDIAN ATTENDANCE PROCEDURES ~~AND PARENT NOTIFICATION~~

- A. Each student's attendance is recorded electronically and available to parents/guardians online.

- B. It is the responsibility of the parent or guardian to inform the school in the event of a student absence.
1. Parents/Guardian should use the communication method shared by the school site to provide the reason for student absence. This may be through an attendance line, a monitored email address, or other means as communicated.
 2. All absences must be reported to the school within 48 hours.
 3. Students must be in school for a minimum of three (3) hours (unless absent due to a school sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any activity after school.
 4. Physical education & Recess Attendance and Excuses: When a temporary condition or disability resulting from illness or injury makes it necessary for the student not to participate in physical education, swimming, or recess, the parent is asked to write a note making this request. If the student is to be excused for longer than a day, a statement from the attending physician requesting this is required. These requests should be brought to the health office before classes start in the morning.
- C. Excused Absence Verification
1. Documentation for additional excused absences will be required if a student accumulates more than twelve (12) cumulative absences.
 2. Illness greater than 3 days required medical provider documentation.

IV. PARENT/GUARDIAN NOTIFICATION

- A. Elementary (K-5)
1. Any time a student is absent without prior notification, parents/guardians will receive a notification ~~phone call~~ from the school indicating the child has been absent.
 2. After three (3) unexcused absences parents/guardians 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 twelve (12) ~~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 thirty (30) minutes late for the morning or afternoon section. If a student arrives to either section more than thirty (30) 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/**guardians** will receive a **notification** ~~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 absences⁷. **School officials will take appropriate action with and may include:**
 - Student attendance contract
 - Mediation Contract through St. Louis County Court
 - Truancy referral to the Student Attendance Review Board (SARB)
 - Truancy court with St. Louis County Court~~the student will be referred to the Truancy Action Project (TAP) advocate.~~
4. **After twelve (12) 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.
- ~~4. After fifteen (15) unexcused absences a student, the school attendance office or other designated school officials will take appropriate action which may include:~~
 - ~~• Mediation Contract through St. Louis County court~~
 - ~~• Truancy referral to the Student Attendance Review Board (SARB)~~

Middle School Tardiness

A student is considered tardy up to 5 minutes late for a class. After 5 minutes a student is considered absent. When a student has accumulated three (3) unexcused tardies per course **or per day**, disciplinary action may occur.

C. High School (9-12)

1. Any time a student is absent without prior notification, parents/**guardians** will receive a **notification** ~~a phone call~~ from the school indicating the child has been absent.
2. After three (3) unexcused absences parents/**guardians** 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 and 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.
6. After twelve (12) **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.

High School Tardiness

A student is considered tardy up to 5 minutes late for a class. After 5 minutes it is considered an absence. Three (3) unexcused tardies will equal one (1) unexcused absence.

~~IV. DISTANCE LEARNING ATTENDANCE~~

~~During distance learning periods or digital learning days, attendance is recorded based on student participation or teacher confirmation of student participation, rather than on student absences. Students must have actual documented student teacher contract on a given day to be reported as in attendance on that day, i.e., schools must take positive rather than passive attendance.~~

- ~~1. The expectation of the Minnesota Department of Education (MDE) is that "students receive daily interaction with their licensed teacher(s)".~~
- ~~2. Contact may be made with the student or parent through email, phone call, text, learning management system, shared electronic documents, student record of participation in the district's state reporting student information software system (SIS), face to face, or hardcopy documents returned to the teacher.~~
- ~~3. At the end of each work day, the classroom teacher must record student positive attendance in the district's state reporting student information software system (SIS).~~
- ~~4. Students may be working on content/contacting teachers outside of the teacher schedule workday and such work will be reviewed and counted toward positive attendance for the day regardless of time of day submitted or completed.~~

- ~~5. When student work is submitted electronically or by other means, the teacher may, for the four previous days, retroactively update student positive attendance in the district's state reporting SIS to reflect a student's work.~~
- ~~6. Designated school officials will follow up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved.~~
- ~~7. Procedures for parent/guardian notification and reporting of cumulative excused and unexcused absences apply to distance learning.~~

Replaced: Regulation 5025R
Adopted: 03-22-2016
Revised: 04-21-2020
06-16-2020
10-20-2020 ISD 709
06-15-2023