



## Perpich Center for Arts Education

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*For Reference Only*

*MSBA/MASA Model Policy 503*

*Orig. 1995*

*Rev. 2013*

### 503 STUDENT ATTENDANCE

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

#### I. PURPOSE

- A. The Board of Directors 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. 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, 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 been excused by the Board of Directors 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

1. Excused Absences

- a. An excused absence requires a note, email or call from parent or guardian (or school nurse for residents on campus) within 24 hours of the absence. Examples of absences considered excused:
- b. The following reasons shall be sufficient to constitute excused absences:
  1. Illness. Verification from health care professional may be required.
  2. Medical, dental, or counseling appointments. Verification from a health professional may be required.
  3. Funerals of student's immediate family or of a close friend or relative
  4. Court-ordered appearances (documentation required)
  5. Drivers' examination
  6. Physical emergency conditions in home such as fire or flood
  7. Scheduled religious instruction or religious holiday observance (not to exceed three hours in any week)
  8. Meetings or crisis intervention/prevention with school psychologist or school administrators

9. Active duty in any military branch of the United States
10. Removal from school due to suspension
11. Pre-arranged absence for school field trip or other approved school-sponsored activities
12. Family emergencies
13. Active duty in any military branch.

Note: Pre-arranged absences require completion of the pre-arranged absence form and may not be approved if student has excessive absences or if student is not passing respective class(es).

2. Unexcused Absences

An unexcused absence indicates that the student is absent from class, with or without parent or guardian consent, for a reason not listed under Excused in the absence definitions. Students absent un-excused from school for 15 consecutive days will be officially withdrawn from Perpich Arts High School. Unexcused absences are absences for which proper procedures were not followed such as failure to check in at health office (residents), to check out with attendance clerk, provide verification from parent or guardian within 24 hours of absence or submit pre-arranged absence slip before absence occurs. Make-up work may be required and credit will be given at the discretion of the teacher, based on classroom policy.

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. Oversleeping
3. Truancy
4. Work
5. Unapproved or unverified appointments, vacations or non-school rehearsals/performances
6. Absences resulting from accumulated tardies (four tardies convert to one unexcused absence)
7. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
8. Work at home.
9. Work at a business, except under a school-sponsored work release program.
10. Vacations with family or personal trips.
11. Forged note or forged phone call from parent or guardian
12. 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) After 1 Unexcused Absence Students are given written notice and parents/guardians are mailed notification by the attendance clerk. Parents/guardians or student should contact the attendance clerk within three days of the absence if they believe the absence was marked in error. Attendance records will not be revised after three days of the absence.

After 2 unexcused absences Students are given written notice and parents/guardians are mailed notification by the attendance clerk. An attendance agreement is developed between the student and teacher within one week of the last unexcused absence. A copy of the agreement is mailed to parents/guardians. The agreement will include deadlines to make up work if applicable and outline the next steps should absences continue.

After 3 unexcused absences Students are in jeopardy of losing credit in the class. Student may appeal the loss of credit decision at a meeting that is scheduled by the principal within one week of the last unexcused absence. Please refer to appeal procedures below.

- (5) Loss of credit Students can lose credit in academic and arts area classes when a student has a total of three unexcused absences, or a total of 12 combined excused or unexcused absences. Students will receive an NC (no credit) on transcripts when credit is lost due to attendance issues.
- (6) Juniors who lose credit in any class due to attendance and do not fulfill the minimal required credits may lose the privilege of returning to Perpich for their senior year.
- (7) Resident students who lose credit due to attendance, do not fulfill the minimal required credits and had previous dorm

violations and/or suspensions may lose their resident status at the discretion of the student support team.

C. Appeals process

The principal or designee will determine if the appeal to remain in class will be denied or granted. The student and parent/ guardian will be notified of the decision within three days of the meeting. Criteria considered before making the decision include:

- (1) Reasons for the absences
- (2) Student's academic standing in the class
- (3) Options of student making up missed work (i.e., class participation cannot be duplicated)
- (4) Commitment demonstrated by classroom behaviors
- (5) Student's communication with the teacher regarding the absences

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 or loss of privileges.

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. DISSEMINATION OF POLICY**

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 the principal's 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, junior high 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. Ch. 260;
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. 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



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child's parent or legal guardian to appropriate services and procedures,  
under Minn. Stat. Ch. 260A.