

503 ATTENDANCE

I. PURPOSE

A. The School Board believes that regular school attendance is directly related to success in academic work, creates a safe learning environment, 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 on time.

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, on time.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, inform the school in the event of a student absence, follow the correct procedures outlined in this policy and in the parent handbook, and 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. 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.

B. Definition of Absences

1. Excused Absences

a. To be considered an excused absence, upon request, the student's parent or legal guardian will be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- i. Illness: the school needs to be called each day that the child is ill or send a note upon their return. After three missed days, the school will require a doctor's note as verification of illness.
- ii. Religious Observance or Recognized Cultural Observance: when school has been notified in advance
- iii. Funeral or Family Emergency: for three days, or as arranged
- iv. Approved Vacation: A student may be gone up to 10 school days from school for a pre-approved family activity. To get pre-approval from the school, you must do the following:
 - 1. At least 10 days before leaving, parents need to send a note in regards to the activity or leave.
 - 2. Make sure that your student will not be gone for important tests like the MCA or MAP.
- v. Doctor, Dentist, or Other Professional Appointments: when the Stonebridge office has been notified and verification provided.
- vi. Suspension: If a student is suspended from school, he or she will be excused, but will be required to make up any missing work. Suspended student needs to return with a parent/or legal guardian.

1. Unexcused Absences

Any other absence will be considered unexcused. This included, but is not limited to, missing the bus, errands with parents, and not having a uniform ready for school.

2. Consequences of Unexcused Absences

If your child has had three unexcused absences, school staff will meet with you to develop a plan to improve attendance and /or identify any barriers to attending school.

B. 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 a pass.

3. 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.

D. REQUIRED REPORTING

The school is required by law to make a report to Hennepin County Child Protection for educational neglect for children who have excessive absences or tardies or excused absences in a school year.

E. Dropping From Enrollment

Stonebridge may drop a student from enrollment due to the student's attendance record.

Approved: 8/16/2017

Revised: