

# Woodbury Leadership Academy

Adopted: July 22, 2014

## 503 STUDENT ATTENDANCE

### I. PURPOSE

- A. The Board of Directors (BOD) 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 every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. 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 for his/her class. 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

## **Woodbury Leadership Academy**

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. director's Responsibility**

- a. It is the director's responsibility to require students to attend all assigned class. It is also the director'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 director'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 Department of Education and the Minnesota Compulsory Instruction Law, the students of the Woodbury Leadership Academy are REQUIRED to attend all assigned classes every day school is in session.

### **B. Attendance Procedures**

Attendance procedures shall be presented to the BOD for review and approval. When approved by the BOD, the attendance procedures will be included as an addendum to this policy.

#### **1. Excused Absences**

- a. 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. 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 are examples of absences that may be excused:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death in the student's immediate family or of a close friend or relative.

## Woodbury Leadership Academy

- (4) Medical, dental or orthodontic treatment, or counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Personal trips to schools, not to exceed 5 days per year.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

### 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 the number of days absent 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 director 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

## Woodbury Leadership Academy

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 Woodbury Leadership Academy.
- (2) Any absence in which the student failed to comply with any reporting requirements of Woodbury Leadership Academy's attendance procedures.
- (3) Vacations with family more than five (5) days in a school year..
- (4) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (5) 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.
- (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) Work missed because of unexcused absence must be made up within five (5) days from the date of the student's return to school.
  - (b) After the third cumulated unexcused absence in a trimester, Woodbury Leadership Academy

## Woodbury Leadership Academy

will notify the parent/guardian by email and may refer the student to the appropriate Human Services Agency.

- (c) After such notification, the student or his or her parent or guardian may, within five (5) business days, 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.

### C. Tardiness

- 1. Definition: Students are expected to be in their assigned classroom at designated times. Failure to do so constitutes tardiness.

- 2. Reporting Tardiness

- a. A student is considered tardy if he/she arrives after the start of the school day.
  - b. Students tardy at the start of school must report to the school office for an admission slip.

- 3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death 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.

## **Woodbury Leadership Academy**

- 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 classroom at the designated time class period commences without a valid excuse.
- b. Three (3) unexcused tardies are equivalent to one unexcused absence. Woodbury Leadership Academy will send a letter home to the parents/guardians indicating three unexcused tardies have turned into 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.
- 2. School-initiated absences will be accepted and participation permitted.
- 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 director's office.

## **IV. REQUIRED REPORTING**

### **A. Continuing Truant**

Minn. Statute provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Statute and is absent

## **Woodbury Leadership Academy**

from instruction in a school, as defined in Minn. Statute, without valid excuse within a single school year for:

1. Three days if the child is in elementary school

### **B. Reporting Responsibility**

When a student is initially classified as a continuing truant, Minn. Statute provides that the director 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. Statute and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute;
4. That this notification serves as the notification required by Minn. Statute;
5. That alternative educational programs and services may be available.
6. That the parent or guardian has the right to meet with the director 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. Statute;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, or restriction
9. That it is recommended that the parent or guardian accompany the child to school for one day.

### **C. Habitual Truant**

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school, and who has not lawfully withdrawn from

## **Woodbury Leadership Academy**

school.

2. Woodbury Leadership Academy shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.