

## ATTENDANCE POLICIES

Regular and consistent school attendance is one of the factors contributing to success in school. The State of Minnesota requires schools to keep track of student attendance and requires that the school stay in communication with the parents about their child's attendance. Some of the rules about attendance are listed here. A copy of the full policy can be obtained in the superintendent's or principal's office.

If your child is going to be absent please call us at 218-652-3500. This is very important. It helps us so we do not worry about your child and also helps us in planning the day's events.

If a student is seen at medical facility and brings a note back from the facility stating the time that he/she was seen, this absence will be an excused absence. If doctor/dentist recommends that the student may not attend school, this must be stated on the note that is returned to the office. Court, college visits and driver's test will be excused absences if a note is returned from the facility to the school stating when the student was there.

### A. Absence:

#### 1. Excused absences:

- Illness,
- Death of a family member / funeral,
- Serious illness of an immediate family member,
- Medical, dental, counseling and legal appointments,
- Driver's education permit tests and driver's license road tests,
- Court appearances,
- Suspension,
- School sponsored field trips or activities,
- Pre-excused and verified college visits,
- Pre-excused and verified senior pictures and
- Active military duty.

#### 2. Unexcused absences:

Calling the school about absences does not make them excused. An excused absence must be for legitimate reasons as listed above.

- Unverified absences – (absences that have not been verified by parents after 2 days),
- 3 unexcused tardies will equal 1 unexcused absence,
- Truancy,
- Over slept, missed the school bus / car wouldn't start,
- Babysitting,
- Work – except as arranged by the school for school credit,
- Errands
- Shopping, haircuts and other personal errands,
- 'Walking out' of class without permission,
- Vacations – unless adequate arrangements have been made with the principal prior to the vacation (3 day notice is required),
  - Students are required to obtain all assignments prior to leaving on vacation.
  - All assignments must be turned in immediately upon returning from vacation.
  - Notification by the parent of the intended vacation without obtaining assignments does not amount to an adequate arrangement.
- Unverified college visits.

#### 3. The principal, not the parent or student, will determine the validity of the excuse.

### B. Attendance at After School Events

Students in grades 6-12 may attend events without parent supervision, while students in Pre K - 5 must be accompanied by a parent.

### C. Attendance Statutes

#### Rules that govern attendance:

1. MN Statute 120A.22 Subd. 5 -- Minnesota Compulsory Attendance Law—Children between the ages of 7 and 17 must attend a public or private school each year during the entire time the public schools or the district in which the child resides are in session.

2. MN Statute 120A.34 -- Any person who shall fail or refuse to send a child to school as required by law shall be guilty of a misdemeanor.
3. MN Statute 260A.03 -- Upon the child's initial classification as continuing truant, the school shall notify the parent or legal guardian. The parent/guardian is obligated to compel the attendance of the child at school and parents/guardians who fail to meet this obligation may be subject to prosecution.

#### **Excessive Absences**

1. Students who have excessive absences, **three or more** will be dealt with on an individual basis by the principal, with help from the teacher, parent and student. The school social worker may also be asked to help. Recommendations to the county attorney for legal intervention will be made on an individual basis.

#### **D. Athletics**

1. Participants will be in school all day on the day of an event in order to participate, and
2. Students will be in school all day the day after practice, contest or event in order to be eligible to participate in the next event.
  - If a bus is late (after 1:00 a.m.):
    - The student's parent must call the school by 8:30 a.m. for an excused tardy, and
    - The student must be in school by 10:00 a.m. in order to maintain eligibility.
  - Skipping a class will result in an automatic 1 game/event ineligibility.
  - Extenuating circumstances exceptions may be granted by the administration.
3. Illness: Students who miss school due to illness during the day will not participate that night.
  - Medical appointments will be excused at the principal's discretion and must be pre-excused before 8:30 a.m. and must have slip from the medical office.

#### **E. Participation Grade**

1. Students at Nevis High School receive participation grades from each class as part of a term grade. Participation grade reductions for excused absences can be made up by completing the required assignment given a reasonable deadline set by the teacher (one make-up day per day of excused absence.) Unexcused student absences may be given a zero for participation, causing a reduction in the student's grade. When participating in a school-sponsored event, students will have an opportunity to make up the participation points by being excused or completing an assignment given by the teacher.
2. Attendance hours are a part of State requirements for graduation. After 14 unexcused, unverified or truant absences per semester, credit can be withheld. (This is subject to the principal's discretion).

#### **F. Tardies**

Elementary:

1. Tardy is after 8:30 a.m. and after 12:00 p.m.

High School:

1. Tardy is up to 5 minutes late to class, or late to class without an office pass excusing the lateness.
2. Lateness of more than 5 minutes will be considered an unexcused absence.
3. If the student is tardy, the student must secure a "Tardy" slip from the high school office.
4. 3 unexcused tardies is equal to 1 unexcused absence.

#### **G. Truancy**

In the **elementary**, a pupil is "continuing truant" if absent three days without valid excuse in a school year. If a student is truant a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school. Open enrollment status may be revoked according to statute.

In the **high school**, a pupil is "continuing truant" if absent on three or more class periods without valid excuse in a school semester. If a student is truant a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school. Open enrollment status may be revoked according to statute.

#### **H. Principal Discretion**

Exceptions to this policy will be made on an individual basis to prevent discrimination against students with disabilities.