

STUDENT ATTENDANCE

I. PURPOSE

Lakes International Language Academy (“the school”) 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, not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or legal guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student

It is each student’s right to be in school. It is also a student’s responsibility to attend school every day that school is in session and to be aware of and follow the correct procedures when absent from school. It is a student’s responsibility to request any missed assignments due to an absence.

2. Parent or Guardian

It is a parent or guardian’s responsibility to ensure that the student attends 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

It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records. 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 or alternative assignments as deemed appropriate by the classroom teacher .

4. Administrator

a. It is the administrator’s responsibility to require students to attend school. 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. Finally, it is the administrator’s responsibility to inform the student’s parent or legal guardian of the student’s attendance and to work cooperatively with them and the student to solve attendance problems.

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- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school are required to attend school every day school is in session, unless the student has been excused by the school from attendance or has a valid excuse for absence.

B. Absences

1. Excused Absences

- a. The following reasons shall be sufficient to constitute excused absences:
 - i. Illness
 - ii. Serious illness in the student’s immediate family
 - iii. A death in the student’s immediate family or of a close friend or relative
 - iv. Medical or dental treatment
 - v. Court appearance occasioned by family or personal action
 - vi. Pre-arranged family vacations
 - vii. Religious holiday
 - viii. Physical emergency conditions such as fire, flood, storm
 - ix. Official school field trip or other school-sponsored outing.
- b. Consequences of Excused Absences
 - i. 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.
 - ii. Work missed because of absence must be made up prior to the summative assessment for that unit, unless given longer by the teacher. Any work not completed within this period shall result in no credit for the missed assignment.
- c. The school has the right to request a note from a physician in the case of habitual truancy.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - i. Babysitting
 - ii. Weather
 - iii. Employment
 - iv. Missing the bus
 - v. Need for sleep or rest
 - vi. Not immunized.

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- vii. Any other absence that was not approved by the parent or legal guardian and the school.
 - viii. Any absence in which the parent or legal guardian failed to comply with reporting requirements of the school's attendance procedures.
- b. Missing one or more class periods in a day without permission from parent or legal guardian and school is considered an unexcused absence.
- c. Consequences of Unexcused Absences
- i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
 - ii. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - iii. Upper school parents/guardians are kept informed of absences via email and phone.
 - i. after 3 consecutive unexcused periods, parents are informed via email.
 - ii. after receiving the email, if parents do not call the school with a valid reason for the student's absence, another email and a phone message go out to parents after school that day.
 - iii. After each day or partial day of unexcused absence, parents receive an email/phone call with the current count of unexcused absences.
 - iv. After 3 days or partial days of unexcused absence in one school year, with reasonable time given for parents to contact the school to offer a valid excuse for the absences, parents are informed that their child is considered "continuing truant," and the school may refer the case to the family's county attorney office for attendance intervention process.
 - v. After 7 days or partial days of unexcused absence in one school year, parents are informed that their child is considered, "habitually truant, and may inform the student's county attorney's office.

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- vi. After 10 days or partial days of unexcused absence in one school year, the school must inform the family's county attorney, whose office will take further action.
- vii. Specific county terminology and procedures differ, but could include arranging a meeting between county, school, and family, or setting a hearing date for student/parents.
- iv. Lower school parents/guardians are kept informed of absences via email and phone.
 - i. In the morning, parents are informed via email if their child is absent and unexcused.
 - ii. after receiving the email, if parents do not call the school with a valid reason for the student's absence, another email and a phone message go out to them after school that day.
 - iii. After each day or partial day of unexcused absence, parents receive an email/phone call with the current count of unexcused absences.
 - iv. After 3 days or partial days of unexcused absence in one school year, with reasonable time given for parents to contact the school to offer a valid excuse for the absences, the school may inform the student's county attorney, whose office will assess for educational neglect.
 - v. Specific county terminology and procedures differ, but could include arranging a meeting between county, school, and family, or setting a hearing date for parents.

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.
 - b. Tardy students receive a time-marked late pass in order to enter class.
- 3. Excused Tardiness: Valid excuses for tardiness are:
 - a. Illness
 - b. Serious illness in the student's immediate family;

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- c. A death in the student’s immediate family or of a close friend or relative;
 - d. Medical or dental treatment;
 - e. Court appearances occasioned by family or personal action;
 - f. Physical emergency conditions such as fire, flood, or storm;
 - g. Any tardiness for which the student has been excused in writing by an administrator or teacher.
4. Unexcused Tardiness: An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- III. DISSEMINATION OF POLICY
Copies of this policy shall be made available to all students and parents on the school website.
- 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 **three (3)** days.
- B. Reporting Responsibility
When a student is initially classified as a continuing truant, provides that the Director or other designated school official shall notify the student's parent or legal guardian, by email 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 community;
 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.

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C. Habitual Truant

1. A habitual truant is a child under the age of 18 years who is absent from attendance at school without lawful excuse for seven school days.
2. The Executive Director or designee shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, according to the student's county of residence .

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