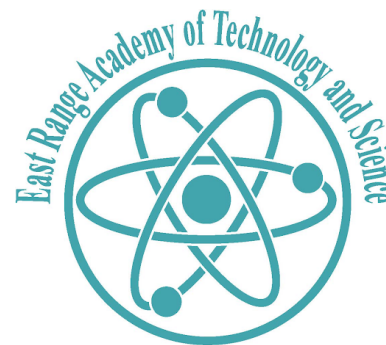


Board Policy  
501



*Adopted: 8/2007    Revised: 11/2017  
Revised: 10/2021*

## **Attendance and Absences**

### **I. PURPOSE**

The East Range Academy of Technology and Science is dedicated to the philosophy that all students should attend every class every day. Regular attendance, punctuality and preparedness are vital for academic success. Learning that is lost because of absences can never be sufficiently replaced and any absence, excused or unexcused, is detrimental to learning. Not only does regular attendance reinforce and enrich the learning process because students receive instruction and contribute as a community of learners, it also instills patterns and ethics that will carry forth into adult work habits. We also believe that consistent daily attendance is a prerequisite for academic success. With this in mind, this policy seeks to ensure that all students receive equitable opportunity and treatment.

### **II. GENERAL STATEMENT OF POLICY**

Minnesota Compulsory Attendance Law (MN Statute 120A.22) establishes that every child enrolled in Kindergarten through age 16 shall receive instruction and all students are required to attend all assigned classes and study halls every day school is in session. **90% attendance has been set as the minimum standard by the State of Minnesota.**

### **III. STUDENT, PARENT, AND ADMINISTRATION RESPONSIBILITIES**

East Range Academy staff, its students, and their parents share responsibility for student attendance. East Range Academy is committed to ensuring student safety and accountability. We believe parents must know daily if their children are absent from school. East Range Academy staff holds the responsibility to communicate these absences with parents.

#### **A. Student Responsibilities**

1. Attend all of their assigned classes, including study halls, every day that school is in session.
2. Be on time for said classes and be prepared for all class work.
3. It is the responsibility of the student to request and secure missing assignments due to absences and complete that work as assigned by the teachers.
4. To know and follow all procedures regarding attendance.

## **B. Parent Responsibilities**

1. To take an active role in encouraging their children to attend school and be on time every day.
2. To acknowledge and understand that any absence, regardless of the reason, has a detrimental effect on the academic success of the student.
3. To inform the school in the event of their child's absence.
4. To work cooperatively with the school and student to solve any attendance problems that may arise. Return phone calls and attend meetings pertaining to attendance issues.

## **C. Teacher Responsibilities**

1. To record daily attendance and maintain accurate records for each assigned class and its students. Paraprofessionals will record attendance in the event a teacher is unable to do so within the first 5 minutes of class.
2. To communicate attendance, make up and tardy procedures clearly to students and to adhere to those procedures.
3. Provide make up work to absent students and provide reasonable deadlines for completing it.
4. Work closely with students and parents to solve any issues regarding attendance.
5. Use instruction methods and materials that will stimulate and motivate students to attend class and to succeed.

## **D. Administration Responsibilities**

1. To inform parents, students and staff of attendance policies.
2. Supervise and enforce attendance policies and regulations.
3. Maintain accurate attendance records.
4. Assist and support staff with the implementation of attendance procedures.
5. Administration will inform parents when their child has an unexcused absence and when the student has dropped below 90% attendance or exceeded 8 unexcused/excused absences per semester (one quarter is approximately 16 weeks).
6. Work with students and parents to resolve attendance issues.

# **III. ATTENDANCE PROCEDURES**

## **A. Definition of "Absence"**

A student is considered absent whenever he/she is not present after the first 5 minutes of class. Students are considered in violation of this policy for missing one class in a day, missing multiple classes, or missing all classes. Attendance is recorded by classroom teachers every hour and is reviewed in its entirety daily by the East Range Academy attendance monitor and by administration. Parents will be notified of all absences and missed class time.

Students are allowed only **8 absences per semester**. These **absences include both unexcused**

**and excused absences.** On the 9<sup>th</sup> absence, the student will be required to make-up time during lunch, after school, or alternative arranged times. Hours of make-up will be determined by teachers and administration based on hours missed, taking into consideration any extenuating circumstances.

#### **B. Special Arrangements**

A student whose attendance is addressed in his/her individual education plan will have this policy adapted within the scope of the students IEP.

### **IV. TARDINESS**

Tardiness occurs when a student arrives to class without a valid excuse within the first 5 minutes of the start of a class. Valid excuses for tardiness must be in writing and signed by administration or by a faculty member. There is no penalty for an excused tardy; however, the student will be responsible for obtaining any class work that is missed due to tardiness. Excessive tardiness will lead to mandatory make-up time during lunch, after school, or an alternative arranged time.

### **V. LEAVING THE BUILDING**

Students are not allowed to leave the building without first obtaining prior written approval from the Director, Dean of Students, or without prior notice from a parent/guardian that has been approved by the Director, Dean of Students, or administrator. Students who leave the building without following this procedure will be considered absent, no matter what the reason. Students must have written documentation by the Director or Dean of Students to leave the building. A verbal documentation by the student that a teacher or administrator has allowed them to leave the building will not be accepted. Students **must** sign-out at the front desk before leaving the building no matter what the reason.

### **VI. TRUANCIES**

A student under the age 17 who is absent from school without lawful excuse – a number of consecutive days determined by the state – is considered truant. Truancy is a violation of Minnesota State Law.

Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn from school and will be required to formally re-enroll to be admitted back to school. If this occurs, a formal meeting with parents, staff and the student will be conducted to determine if the student will be readmitted to East Range Academy.

### **VII. LONG-TERM ILLNESSES**

If a student experiences a long term illness, they may be eligible for homebound instruction. Parents should contact administration to make these arrangements if an illness occurs.