

St.Odilia School Policy and Information Manual

Policy Number: 5110 Page 1 of 2 Approved: 03-05 Replaces: 11-01
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Attendance

Background/Rationale

The school adheres to an official calendar published by the St. Odilia School Administration each year. The calendar is in accordance with the requirements as set by the Minnesota Statutes. Each student is to be in attendance each student/teacher contact day.

Policy Statement

Students are expected to be in school each student/teacher contact day with the exception of illness or other excused absence (EX: travel, medical appointments). Students of Minnesota are required to be in school until age 16. Truancy is when a student's absence is unexcused according to the guidelines of St, Odilia School. Regarding truancy, St. Odilia School will adhere to Minnesota State Guidelines. Students are required to stay on school property during the school day or if they stay after school for school sponsored activities, unless they are appropriately excused through the school office.

Procedure

If a child is absent, the parent should call the school office to report the absence before 9:00 A.M. When the child returns to school, a written note from the parent must be presented to the classroom teacher, stating the reason for the absence. As a protective measure, if the parent has not called the school, the school will call the parent.

Children are to be in attendance at least one half day (must be the second half of the day if ill), with the exception of funerals, to be eligible for school sponsored extra-curricular activities on that day.

PROLONGED ABSENCE: If you have a student with a need for a prolonged absence, please notify the principal and we will provide for homebound tutoring through the appropriate public school system.

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PREARRANGED ABSENCE: Children are excused during the school day only through the principal's office after showing a note signed by the parent. Parents who feel that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing. Work must be made up to receive credit. We observe Minnesota Statutes for attendance. Please note: teachers are not responsible to provide lessons prior to absence. Parents must sign the student out before the student and parent leave the school.

TARDINESS: A student is tardy when he/she is not present in the classroom at the set time for the opening of the school day and does not have a valid excuse. Any tardiness caused by a late bus is not charged against the student.

TRUANCY: Upon notification of the student's absence of 7-10 days, the school principal or assistant principal will send a letter of concern to the parents of the student and inform them that an assessment will be done to determine the reasons for absenteeism and whether truancy is present. Staff members involved with the assessment will include any or all of the following: principal, assistant principal, school public health nurse, counselor, and homeroom teacher. School staff will work closely with the student and parents to improve the student's attendance. If unexcused absence continues, a truancy petition will be filed with Ramsey County Juvenile Court.