

## **TrekNorth Junior & Senior High School Attendance Guidelines**

**The following TrekNorth Junior & Senior High School Attendance Policy will become effective on November 20, 2006.** All students, parents, and/or guardians will receive a copy of this policy and are expected to agree to its terms as a condition of enrollment at TrekNorth Schools.

To receive credit for any TrekNorth course, a student may not exceed **six (6) unexcused absences per semester.**

### **I. PREFACE**

**Students who exceed six unexcused absences will be dropped from class(es), given No Credit (NC), and assigned to study hall(s) for the remainder of the course.** A student may appeal loss of credit due to an extenuating circumstance such as extended illness.

**II. RESPONSIBILITIES:** Attendance responsibilities are shared by students, parents, and the school.

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

1. To attend all assigned classes and study halls every day that school is in session.
2. To be in class on time, prepared for academic work by having completed all assignments and having all necessary academic materials.
3. To know and follow correct procedures regarding attendance.
4. To obtain an Admit to Class Following Absence form from the office and to use that form to obtain missed assignments and due dates for making-up missed work from the teacher of each missed class. The Admit to Class form must be obtained immediately upon return to school. Receiving missed work and due dates must not disrupt class activities. It is appropriate for teachers to require students to use time before or after school, or teacher preparation time for the assignment of missed work.
5. Written Verification of Absences. Absences will become trancies within two (2) school days after the student's return, unless the student presents the administration with a valid written excuse from the student's parent or guardian.

#### **B. Parent/Guardian Responsibilities:**

1. To encourage and require your student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
3. **To inform the school by telephone call (444-1888, ext. 2) or in person of a student absence no later than 10:00AM the day of absence.**
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.

### **C. Teacher Responsibilities:**

1. To take accurate daily attendance and to maintain accurate attendance records for each assigned class.
2. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.
3. To provide makeup assignments and reasonable deadlines.
4. To report any attendance problems that may arise to the **TrekNorth Administration** and to work constructively with administration, parent/guardian, and the student to solve such problems.
5. To utilize instructional methodology which stimulates and motivates students to attend and achieve.

### **D. Administrator Responsibilities:**

1. To implement and maintain this policy and require all students to attend assigned classes and study halls.
2. To inform parents, students, and staff of school attendance regulations.
3. To supervise and administer the attendance policy and regulations.
4. To maintain accurate records on student attendance.
5. To inform students and their parent/guardian of student's absences through use of Powerschool, telephone, personal conference, e-mail, or mail.
6. To work constructively with the student and parent/guardian to resolve attendance problems.

## **III. ATTENDANCE PROCEDURES**

### **A. Absences:**

1. Definition: A student will be considered absent when he/she is not in school or class
2. Reporting Absences: Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy.
3. Special Absences: Special absences are not counted in the maximum absence rule. Students are granted special absences for the following reasons.
  - (a.) Religious instruction not to exceed three (3) hours per week conducted in accordance with Minnesota Statutes 120A.22, Subd. 12 (3).
  - (b.) Students who are assigned to ISS (In-School Suspension) for disciplinary purposes.
  - (c.) Students placed on OSS (Out-of-School Suspension) for disciplinary purposes in accordance with Minnesota Statutes 121A.41, Subd. 10 and 121A.46.
  - (d.) School sponsored activities.
4. The following absences are **excused** and **do not count in the maximum absence rule. NOTE: All excused absences must be verified by parent/guardian by phone call before 10:00AM the day of the absence and written note when the student returns to school. Failure to do so will result in the absence being counted as unexcused.**

- (a.) Illness of pupil.
  - (b.) Serious illness in the immediate family [mother, father, step-parent, guardian, brother, sister, grandparents].
  - (c.) Danger of exposing other students to illness. Clinical verification is required.
  - (d.) Medical treatment/appointment with clinical verification
  - (e.) Death in the immediate family/funeral.
  - (f.) Attendance at a court or other judicial proceeding upon written verification by the court or hearing officer of the specific date and time.
  - \*(g.) Family vacation subject to prior approval of the **Executive Director**. Requires pre-approval form.
  - \*(h.) Important events requiring student participation. Requires pre-approval form.
- \* Note: To be excused, advance notification (pre-excused absence form signed by a parent or guardian) is required.**

5. Consequences of Excused Absences.

- (a.) 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 .
- (b.) Work missed because of excused absence must be completed within a time limit decided by the teacher of the missed course(s). 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 makeup work in the case of an extended illness or other extenuating circumstance.

6. The following are considered **unexcused absences that count toward the maximum absence rule**:

- (a.) Temporary absence from school upon written request of the parent/guardian that does **not** meet the criteria for excused absence established above in III.4.
- (b.) Form for pre-approved absence was not completed and returned to the **Director’s** office at least one day prior to the requested absence.
- (c.) All absences for which timely and proper notification is not provided are considered unexcused.

7. Consequences of Unexcused Absences.

- (a.) Students whose absences are unexcused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher within three school days of the student’s return to school.
- (b.) Any work not completed within this period shall result in “no credit” for the missed assignment. Neither the director nor the classroom teacher are obligated to extend the time allowed for completion of makeup work for unexcused absences.

8. Tardiness:

- (1.) Tardiness is the failure of a student to be in class at the assigned time, without a valid excuse.
- (2.) Valid excuses for tardiness must be in writing and signed or otherwise communicated by **an administrator or faculty member**.
- (3.) There are no penalty for excused tardies.

9. Truancy:

Truancy is defined as the willful missing of a school day or a class period. Students who willfully miss school without their parent/guardian and school being aware of the absence will be considered truant.

#### **IV. GENERAL PROCEDURES REGARDING ABSENTEEISM**

##### **A. Notifying the School**

For a student's absence to be excused, the parent/guardian shall notify the school by telephone by 10:00 a.m. the morning of the absence.

##### **B. Protocol for Unexcused Absences**

Attendance procedures are designed to address the problems of absenteeism. Unexcused school absences will result in the following:

##### **Unexcused Absences**

*For every time a student is unexcused from school a phone call will be made by school administration to the student's parent(s) or guardian(s). Additionally, the following protocol apply:*

##### **3<sup>rd</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a third time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations
2. School will evaluate whether the student has any social, emotional, or physical problems that are contributing to the truancy

##### **5<sup>th</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a fifth time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations
2. Administrative Conference with student, parent, Executive Director, Restorative Justice Coordinator, and representative from the legal system

#### 6<sup>th</sup> Unexcused Absence:

When a student is unexcused absent from school or any one class for a sixth time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations

#### 7<sup>th</sup> Unexcused Absence:

When a student is unexcused absent from school or any one class for a seventh time in one semester, the following protocol will apply:

1. Truancy case will be referred to the proper county and legal officials
2. Student will be withdrawn from class(es), given No Credit (NC), and assigned to a Quiet Study

### **C. Tardiness & Truancy Protocol**

The Tardy & Truant policy was adopted to address the problems of disruption caused by coming to class later than expected, or for willfully not attending class at all without reason. The following policies will be used to address tardiness and truancy:

#### **Tardiness**

*Every time a student is late to school or an individual class, the student must report to the front desk to sign the tardy form. Students who do not sign the tardy form will be considered unexcused absent.*

Defining a student as tardy will be left to the teacher's discretion.

#### 1<sup>st</sup> and 2<sup>nd</sup> Tardy:

Teachers use discretion in deciding consequences

#### 3<sup>rd</sup> Tardy:

When a student is tardy to a class three or more times in one semester the following protocol will apply:

1. TrekNorth staff will make a call home to notify parent/guardian of their student's tardiness
2. Student will be assigned to the After School Academic Program (ASAP) the first day following the third tardy and will continue to attend ASAP until all missing work is complete or the ASAP Coordinator decides to release student from this obligation

#### **Truancy**

*Every time a student is truant, the following protocol will apply:*

Truancy is considered an unexcused absence, and the protocol for unexcused absences will apply. Additionally,

1. Student will be assigned to the After School Academic Program (ASAP) the first day following a truancy and will continue to attend ASAP until all missing work

is complete or the ASAP Coordinator decides to release student from this obligation

#### **D. Medical Verification**

Parents are required to provide medical verification for absence due to illness beyond two consecutive days and/or whenever student attendance falls below 90 percent due to illness.

#### **E. Social Service Referral**

TrekNorth may refer student and parent for truancy and/or excessive absences to juvenile court, in accordance with Minnesota statutes. TrekNorth may also make a referral to **Beltrami County Social Service Department** for further investigation.

#### **F. Parental Notice:**

1. A copy of this policy will be given to each student no later than the first day of school as part of the student handbook. Students should take the policy home to review with his/her parent/guardian.
2. The student and parent/guardian will receive a written notification on the 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> unexcused absence and will be dropped from the course with a NC on the seventh (7th) unexcused absence. Students may appeal. Notification in one class will serve as notification in all classes that there may be an attendance problem.
3. Students under the age of 16 are required, by Minnesota Statute, to be in school. Any student, under the age of 16 who loses credit in a class because of lack of attendance, will be reported to the **Beltrami County Attorney's Office** for the filing of truancy charges.

#### **G. Request for Review/Appeal:**

1. At such time as a student has accumulated seven (7) absences in a semester the student and parent/guardian shall be notified that the application of this policy will result in the loss of credit for the class or classes from which he/she is absent. The student and/or guardian have a right to request a review to explain why literal application of the policy would be unjust or unreasonable. An advocate may appear on behalf of a student with the student's consent.
2. A request for review (appeal) must be in writing to the **Executive Director** within three (3) days of notification of the pending loss of credit.

**Pending the review decision, the student must continue attending the class or classes in question.**

3. The review shall be made by an **Attendance Review Committee** appointed by the **Director**. The review committee will consist of the counselor/title coordinator, and at least one teacher. If upon preliminary review of the student's records and written request, the **Attendance Review Committee** denies the appeal, those requesting the review shall be notified of a time and a place when additional facts or arguments can be presented in person. The **Attendance Review Committee**, based upon new evidence/information, shall have the power

to correct errors, and to alter the literal application of this policy in the interest of the school and student. The decision of the **review committee** shall be in writing and delivered to the student, parent/guardian, and teacher(s) affected. A copy shall be placed in the student's folder. Such decisions shall occur on a case-by-case basis only and will include prescribed measures for improving attendance with consequences for student failure to follow through with expectations of improved attendance.

**H. Extenuating Circumstances:**

The Executive Director shall determine whether there are extenuating circumstances affecting a student which justify waiving this policy on an individual case basis. The Director may conduct the review without request from the parents. It is the intent of this provision to prevent parents from having to appeal the loss of credit for situations involving extenuating circumstances.

Adopted \_\_\_\_\_ by the TrekNorth School Board.

TrekNorth Schools  
Pre-Approved Absence Form

Please allow \_\_\_\_\_ to be absent from  
(student)

school on \_\_\_\_\_. The reason for this absence is \_\_\_\_\_  
(date/s)

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\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

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Administrative Decision: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
(Director Signature)

\_\_\_\_\_  
(Date)

TrekNorth Schools  
Admit to Class Following Absence

Date Absent: \_\_\_\_\_

Student Name \_\_\_\_\_ Return Date: \_\_\_\_\_

Absence: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Truant \_\_\_\_\_

	Assignment/Make-up Work From Absence	Due Date For Make-up Work	Teacher Initial
Seminar 1			
Seminar 2			
Seminar 3			
Seminar 4			
Seminar 5			