

Adopted: May 16, 2019
Revised: August 25, 2021

DISCOVERY WOODS SCHOOL ATTENDANCE - ABSENCES POLICY 9.03

I. PURPOSE

The purpose of this policy is to define and promote good attendance for students who attend Discovery Woods School.

II. POLICY STATEMENT

Discovery Woods School emphasizes the significance of good attendance on school success. Discovery Woods School defines good attendance as attending at least 96% of the school year.

III. GENERAL POLICY

- A. If a child is going to be tardy or absent from school the parent or guardian must contact the office to inform the school.
- B. Any absence or tardy will remain unexcused if we do not hear from a parent or guardian.
- C. An illness causing 3 or more days of absence from school requires a doctor's note upon the student's return.
- D. If it is necessary for a student to leave school during the day, the student must report to the Office with a note from the parent/guardian prior to the absence. The student will be able to leave class at the appropriate time, meet the parent/guardian in the Office, and then the adult must sign the student register before leaving the school building with the student.

IV. DEFINITIONS

- A. Excused Absences include:
 - 1. Illness
 - 2. Serious illness in the student's immediate family.
 - 3. Significant family events such as a death in the student's immediate family or of a close friend or relative, or a wedding.
 - 4. Medical or dental treatment.
 - 5. Court appearances occasioned by family or personal action.
 - 6. Religious instruction not to exceed three hours in any week or as agreed upon by the parent and school district.
 - 7. Physical emergency conditions such as fire, flood, storm, etc.
 - 8. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

B. Consequences of Excused Absences for Students in Elementary School:

1. After the fifth cumulated absence, the student's parent/guardian will be informed, by direct contact or certified mail, of the student's absences.
2. After the 10th cumulated absence, the student's parent/guardian will be informed, by direct contact or certified mail, of the student's absences. A meeting may be held with the student, their parent/guardians, the administrator, County Social Worker, and a note from a physician will be requested. At this meeting, solutions to the student's absences will be discussed and consequences for future absences if they continue.
3. After the 15th cumulated absence, the student's parent/guardian will be informed, by direct contact or certified mail, of the student's absences. The school administration may also request the county attorney to file a petition with the juvenile court pursuant to Minnesota Statutes 260C.007 Sub. 6(3) and/or (14). Upon receiving such request, the county attorney will also forward the school district's request onto Crow Wing County Department of Child Protection

C. Unexcused Absences: An unexcused absence is considered truancy. Truancy is an absence by a student which was not approved by the parent and the school district

1. Missing the bus,
2. Oversleeping
3. Excessive personal problems
4. Illness over three days without a doctor's note,
5. Absences without a note or phone call from a parent/guardian to the school office.
6. No note or phone call from a parent/guardian.
7. Work at home or needed at home, including babysitting a younger sibling.
8. Work at a business, except under a school-sponsored work release program.
9. Vacations with family (unless approved ahead of time by school administration).
10. Any other absence not included under the attendance procedures set out in this policy.

D. Consequences of Unexcused Absences for Students in Elementary School

1. Parents will be notified of the 1st and 2nd unexcused absences. A copy of the district's attendance policy will be sent home.
2. After the 3rd unexcused absence, the parents will be notified and a meeting will be held with the student, parent/guardian and family service worker.

3. After the 5th unexcused absence, a meeting will be held with student, parent/guardian, administrator, and a County Social Worker to discuss solutions to the student's unexcused absences.
4. After the 6th unexcused absence the team will reconvene and review the solutions to the student's unexcused absences.
5. After the child has been absent without lawful excuse for seven school days, the school administrator will request the county attorney to file a petition with juvenile court who will in turn forward the request to the Crow Wing County Department of Child Protection.

E. Tardiness

1. Students that are not in class by 8:00AM are tardy. Students arriving after 8:00AM are to report directly to the office where a pass will be issued to be able to go to class. Excessive tardiness may lead to a truancy referral or other consequences, 5 unexcused tardies will equal 1 unexcused absence.

F. Weather

1. Unless transportation is unavailable due to blizzard or heavy snow, the school will be open.