

*Adopted: March 26, 2013*

*PiM Arts High School Policy 503*

*Revised: November 14, 2017*

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

- A. PiM Arts High School believes that regular school attendance is directly related to success in academic work, creates a safe learning environment, 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 and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class on time.

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

#### **I. Responsibilities**

1. Student's responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and advisories every day, on time, and to be aware of and follow the correct procedures in this policy and outlined in Parent and Student handbooks when absent from an assigned class or advisory. Finally, it is the student's responsibility to request any missed assignments due to an absence.
2. Parent or guardian's responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, inform the school in the event of a student absence, follow the correct procedures outlined in this policy and in parent and student handbooks, and work cooperatively with the school and the student to solve any attendance problems that may arise. Parents requesting excused status for absences other than those listed under II-B.1.b must submit a pre-approval request to the Executive Director prior to

the absence or within two days following the absence. Pre-approval requests are available in the front office.

3. **Teacher's responsibility:** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures outlined in this policy and in handbooks 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 upon request. Each teacher will provide his/her students and parents of the assignment makeup policy as part of the course syllabus. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### **4. ADMINISTRATOR'S RESPONSIBILITY**

- a. It is the administrator's responsibility to require students to attend all assigned classes. 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 guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of PiM Arts High School are **REQUIRED** to attend all assigned classes and/or advisories every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

## II. DEFINITION OF ABSENCES

Students not in class for any reason are considered absent. In a block system, missing one class period is equivalent to missing two instructional days.

### 1. Excused absences.

- a. To be considered an excused absence, the student's parent or legal guardian must notify the school prior to the absence or within two days after the absence. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. Students who have been excused by a parent for illness more than four days in a quarter will be asked to produce a note from a physician to validate the absence. Students who are absent for 4 consecutive days.
- b. The following reasons shall be sufficient to constitute excused absences:
  - i. Illness
  - ii. Serious illness in the student's immediate family
  - iii. A death or funeral in the student's immediate family or of a close friend or relative.
  - iv. Medical, dental, or orthodontic treatment, or a counseling appointment.
  - v. Court appearances occasioned by family or personal action.
  - vi. Religious instruction not to exceed three hours in any week.
  - vii. Physical emergency conditions such as fire, flood, storm, etc.
  - viii. Official school field trip or other school-sponsored outing.
  - ix. 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.
  - x. Family emergencies
  - xi. Active duty in any military branch of the United States
  - xii. A student's condition that requires ongoing treatment for a mental health diagnosis.
- c. 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 within five school days from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. The Executive Director or designee or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
  2. Unexcused absences.
    - a. The following are examples of absences which will not be excused:
      - i. Truancy. An absence by a student which was not approved by the parent and/or the school district.
      - ii. Any absence in which reporting requirements were not met
      - iii. Work at home
      - iv. Work at a business except under a school-sponsored work program
      - v. Family trips for which no prior arrangement has been made.
      - vi. Absences resulting from cumulated unexcused tardies (5 tardies equal one unexcused absence).
      - vii. Any other absence not included under the excused absences in this policy.
    - b. Consequences of Unexcused Absences
      - i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121.A.40-121A.56., and will not be counted in a student's total cumulated unexcused absences.
      - ii. In cases of recurring unexcused absences, the administration will also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
      - iii. Students with unexcused absences shall be subject to discipline in the following manner:

1. The student will not receive credit for work missed due to such absence.
2. After three accumulated unexcused absences a student's parent or guardian will be notified by mail and email.
3. After such notification, the student or his/her parent or guardian may, within a reasonable, time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
4. After five accumulated unexcused absences in a quarter the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the Executive Director, teachers, student, and parent.

### **III. TARDINESS**

- A. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- B. Procedures for reporting tardiness:
  1. Students tardy at the start of school must report to the school office for an admission slip.
  2. Tardiness between periods will be handled by the teacher.
- C. Excused tardiness: Valid excuses for tardiness are:
  1. Illness
  2. Serious illness in the student's immediate family
  3. A death or funeral in the student's immediate family or of a close friend or relative
  4. Medical, dental, orthodontic, or mental health treatment
  5. Court appearances occasioned by family or personal action.
  6. Physical emergency conditions such as fire, flood, storm, etc.

7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

D. Unexcused tardiness:

1. An unexcused tardiness is failing to be in an assigned area at the designated time when the class period commences without a valid excuse and a pass
2. Consequences of tardiness will include 1 hour of detention after five unexcused tardies.
3. Five unexcused tardies are equivalent to one unexcused absence.

**IV. LOSS OF CREDIT DUE TO ABSENCE**

- A. Students not in class for any reason are considered absent. In a block system, missing one class period is equivalent to missing two instructional days. A student can lose credit in academic and arts area classes when he/she has a total of twelve (12) combined excused or unexcused absences. Students will receive a no credit (NC) on transcripts when credit is lost due to attendance issues alone. However, prior to loss of credit, an administrative conference must be held among the Executive Director, Director of Teaching and Learning, teachers, student, and parent.

**V. PARTICIPATION IN PERFORMANCES AND OTHER SCHOOL SPONSORED EVENTS**

- A. This policy applies to all students involved in any PiM extracurricular activity scheduled either during or outside the school day.
- B. School-initiated absences will be accepted and participation permitted.
- C. A student may only participate in an activity or performance if he or she has been marked in attendance for at least two consecutive blocks the day of the performance. Advisory is not considered a block.
- D. If a student is suspended from any class, he or she may not participate in any activity or performance that day.
- E. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the director or advisor before the student performs.

**III. DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in the PiM school office.