ATTENDANCE HIGHLIGHTS

Definition

Regular attendance is essential if students are to be successful in school. Chronic absences or tardies interrupt the education of your child. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students and their parents/guardians. The complete Attendance Policy is available for your review on the District's Website.

Absent or Late to School

If your child will be absent, arrive late or leave early, please call the school attendance line by 9:00 a.m. at (763)241-3555. You may call 24 hours a day and leave a message. You can also report it in your Parent Portal account. If your child is not at school, and the school has not received notice of absence, the school will call the parent or guardian.

When reporting an absence, please include the following information:

- Child's name
- Date of absence
- Reason for absence
- Name of person reporting the absence

Grade K-5 Absence Procedures

- A student is considered tardy if he/she arrives within 45 minutes after the start of the school day.
- A student is considered absent for half a day if he/she misses more than 45 minutes at the start or end of a school day.
- A student is considered absent for a full day if he/she misses four or more hours of the school day.
- A student is also considered absent for a full day if he/she arrives at school but is picked up within 45 minutes.
- A student is considered absent if he/she does not attend a field trip or if a parent brings the student but does not participate in the regularly scheduled field trip activities with his/her classmates.

If a student is out for more than **3 days in a row** due to an illness, a doctor note will be requested to excuse those absences over the 3 days. If a student accumulates 7 or more unexcused absences the school is required to report to the county.

Truancy/ Unexcused Absences

There are consequences when students are continually absent from school without a valid excuse. **If an elementary student is absent three days within a single school year without a lawful excuse, that student is considered "continuing truant," according to state law (statute 260A.02).** The school is required to notify a parent when a child is a continuing truant. If the child

continues to be truant, schools are mandated to report the truant behavior to the county. A student is considered "educationally neglected" if he/she is absent from school seven or more days without lawful excuse. The complete Attendance Policy is available for your review on the District's Website.

Vacations

There are various days/weeks built into the school year to accommodate for vacations/time off. We understand the timing of those "no school" days may not always line up with families, but stress the importance of regular attendance. Multiple vacations/extended absences are discouraged as there is significant data that shows students who frequently miss school fall behind academically.

Dropping off Items for Students during the School Day

Try to avoid dropping off unnecessary items to your student. If your child has left something at home and you need to drop it off at school, please drop it in the black cart outside the office doors and buzz the security door to inform staff it's there. Staff will make the delivery to the classroom. This helps eliminate interruptions in the classroom during teaching time.

Early Dismissal

Early dismissals are discouraged. Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours. Students leaving early will be marked as early out and is considered the same as a tardy.

Release of Students Late arrival/ Leaving early and checking in/out of school

Student (s) will only be released to persons given permission to us by the parent/guardian, unless a note or phone call is given to the office from the parent. Verbal requests and phone calls to release the student to someone other than those listed in our records will not be honored without written or verbal communication with the parent to verify the request. If a student arrives late or is returning from an appointment, please buzz the security door and staff will let your child into the office.

If a student needs to be released early for an appointment, please contact the office or teacher as early as possible. Short notices could result in delays in getting your student released. Your student will be released at the time requested. If you arrive early you may need to wait for your child to be dismissed.

Due to time restraints, requests made after 3:00 pm for any changes in afternoon transportation will not be accommodated UNLESS of an emergency.