

Approved by: DPSA Board

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ATTENDANCE POLICY

The School Board of the Duluth Edison Charter Schools believes that daily attendance is critical to academic achievement and is related to a student's academic success. Absences, whether excused or unexcused, are detrimental to the learning experience.

Ninety-five percent (95%) attendance is the goal that we have set as the district minimum standard for each student. In order for a student to have 95% attendance, they must not miss more than nine days of school for an entire year, excused or unexcused.

IT'S THE LAW!

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

School hours are: North Star - 8:35 a.m - 3:45 p.m. Raleigh Academy - 7:35 a.m.-2:45 p.m.

ATTENDANCE NOTIFICATION

North Star Academy – When a student is absent, parents should call or email the attendance clerk at **218-728-9556 ext 1002** or attendance.northstar@duluthedison.com before **9:30 a.m.** to report their student's absence. Leave a message or email including your child's name, classroom teacher and reason for the absence. Students who arrive at school after **8:40 a.m.** are considered tardy. Students who arrive after **9:30 a.m.** are considered absent for the first ½ of the day.

Raleigh Academy – When a student is absent, parents should call or email the office manager at **218-628-0697 ext 1003**, or attendance.raleigh@duluthedison.com before **8:30 a.m.** to report their student's absence. Leave a message or email including your child's name, classroom teacher and reason for the absence. Students who arrive at school after **7:40 a.m.** are considered tardy. Students who arrive after **8:30 a.m.** are considered absent for the first ½ of the day.

LATE ARRIVAL AT SCHOOL

It is vital that students arrive at school on time. Some of the most important information and community building take place within the first 20 minutes of class. After this initial time, instruction in the core curriculum begins. Students need to be present every day for this valuable time. If a student arrives late to school, a parent/guardian must enter the building with the student and sign him/her in at the school office. Signing the student in does not assure that the tardiness/absence will be excused.

WHAT ARE EXCUSED ABSENCES?

- ***Illness or Doctor/Dentist Appointments*** Students are allowed up to 9 total absences a year. Whenever possible, schedule doctor and dentist appointments before or after school. A doctor's note must be provided if your child is gone from school more than 3 days per quarter. Because your child's health is important to us, the district nurse can help if you do not have health insurance or cannot afford to see a doctor. Please contact your school if you need help.
- ***Religious Holidays/Cultural Observances*** If your child will be gone due to a religious holiday or cultural observance, you must notify the school in advance.
- ***Funeral*** Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get written approval for additional excused time from the Attendance Team. CHANGE TO YOU MUST RECEIVE APPROVAL FROM YOUR STUDENT'S ACADEMY ADMINISTRATOR
- ***Family Emergency*** Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Attendance Team. CHANGE TO YOU MUST RECEIVE APPROVAL FROM YOUR STUDENT'S ACADEMY ADMINISTRATOR
- ***Family Activity*** A student may be gone up to 5 days from school for a pre-approved family activity such as a vacation. Please let the classroom teacher and Academy Director/Principal know.

Fifth to Eighth Grade TARDINESS

Students are expected to arrive at class on time. Students are considered tardy if they arrive to class up to 5 minutes late. A student who is tardy to class must obtain a pass from the office to gain entrance to class. All tardies will be tracked by the office and reported to parents. A student who was conferencing with a teacher and has been given an excused tardy pass by that teacher will be admitted to class without an unexcused tardy on record. If a student arrives later than 10 minutes to class, they are marked absent for that class.