

902 LIONSGATE ACADEMY

902 STUDENT ATTENDANCE

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I. PURPOSE

Research supports that regular school attendance and punctuality are directly related to success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time benefit socially, establish better social connections and establish regular habits of dependability, self-sufficiency, and responsibility, all of which are important to the future of the student. The purpose of this policy is to encourage regular school attendance and affirms that attendance is a joint responsibility shared by the student, parent/guardian, teacher and administration. Further this policy complies with MN Stat 120A.22.

II. GENERAL STATEMENT OF POLICY

Lionsgate recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day.

III. RESPONSIBILITY

Lionsgate Academy recognizes that class attendance is a responsibility shared by the student, parent or guardian, and the school. This policy is intended to involve all parties in promoting regular school attendance.

A. Student's Responsibility

It is the student's responsibility to:

1. attend all assigned classes and other instructional activities on time, every day that school is in session;
2. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. request any missed assignments due to an absence; and
4. complete assigned work in a timely manner.

B. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to:

1. ensure the student is attending school;
2. inform the school in the event of a student absence;
3. be aware of and follow the correct procedures for reporting student absence;
4. be aware of and support your student in accessing missed assignments; and
5. work cooperatively with the school and the student to resolve any attendance issues that may arise.

C. Teacher's Responsibility

It is the teacher's responsibility to:

1. take daily attendance and to maintain accurate attendance records in each assigned class and other instruction activities;
2. be familiar with all procedures governing attendance and to apply these procedures uniformly in classroom assignments and for all assigned students'
3. provide any student who has been absent with any missed assignments upon request;
4. work cooperatively with the student's parent or guardian and the student to resolve any attendance issues that may arise; and
5. work cooperatively with the student's parent or guardian when the students attendance record impacts academic performance.

D. Administrator's Responsibility

It is the administrator's responsibility to:

1. require students to attend all assigned classes and other instructional activities;
2. be familiar with statutes, policies and procedures governing attendance and apply them uniformly to all students
3. ensure that all teachers properly account for student attendance in a timely manner;
4. maintain accurate records on student attendance
5. maintain a system for communication with families and procedures for referring students who are truant to appropriate services.
6. inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solved attendance problems; and
7. work collaboratively with the teaching staff to develop and implement uniform attendance procedures.

IV. ATTENDANCE REQUIREMENTS

In accordance with the regulations of the Minnesota Department of education and the Minnesota Compulsory Instruction Law (MN Stat. 120A.22) students are required to attend all assigned classes and/or other instructional activities every day school is in session. In cases where a student's attendance is impacted by his/her/their disability, individualized attendance schedules should be documented via the IEP process.

1. Excused Absences: These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

- a. Family authorized excused absences:
 - i. Personal illness of the student¹
 - ii. Family emergency or death in the family
 - iii. Medical, mental health or dental treatment²
 - iv. Mental health related absences for known and documented conditions
 - v. Prearranged college visits
 - vi. Prearranged family vacations
 - vii. Religious instruction not to exceed three hours any week and major religious holidays
 - viii. Legal matters including court appearances
 - ix. Other activities as approved by the school
 - b. School authorized excused absences:
 - i. Approved field trips
 - ii. Interscholastic athletic and fine arts events and competitions
 - iii. Student recognition/award ceremonies
 - iv. Suspension from class
 - v. Other activities approved by the school
2. Unexcused absences: These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:
- a. Class skips
 - b. Leaving school premises without authorization from the principal's office
 - c. Over-sleeping
 - d. School refusal³
 - e. Mental health days without documentation from a mental health professional.

V. TRUANCY

A. Definitions:

- 1. Continuing Truant:
 - a. Mn Stat 260A.02 defines a continuing truant as a student who is absent from instruction, without a valid excuse within a single school year for three or more class periods or three days if the student is in middle school or high school.

¹ Personal illness of the parent is not an excused absence.

² Excessive absence due to medical, mental health or dental care may require documentation from a qualified provider to be considered an excused absence.

³ Consistent school refusal should be brought to the school's attention at the earliest opportunity.

2. Habitual Truant:

- a. A habitual truant is a student under the age of 16 who is absent from school without lawful excuse for one or more class periods on seven school days if the student is in middle school or high school
- b. A school administrator will refer a habitual truant student and the student's parent or legal guardian to appropriate services and procedures under MN Stat. 260.A.

VI. LEARNING PLAN EXCEPTIONS

In the event of a local or national pandemic or other type of emergency, where learning plans for Lionsgate Academy are required by local, state or federal mandates/requirements, stakeholders will reference the learning plan to determine attendance guidelines and requirements. Such plans will supersede Attendance Policy 902 for the entirety of the mandate or emergency learning plan. Upon conclusion of the plan, this policy will immediately be reenacted.

References:

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant defined)

Minn. Stat. § 260A.02 (Continuing Truant defined)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian when student is Continuing Truant)