

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Policy 504 – School Attendance

1.0 Purpose:

It is the position of Independent School District No. 623 that regular school attendance is directly related to success in academic work, benefits students' emotional and social development, provides opportunity for important communication between teacher and student, and establishes regular habits of dependability important to the future of the student. Consequently, the following attendance policy is intended to be positive and not punitive.

2.0 Responsibilities: 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 classes regularly to meet their academic responsibilities.

2.1 Student's Responsibility

It is the student's right to be in school.

It is the student's responsibility to be familiar with all the procedures governing attendance.

It is the student's responsibility to attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class.

It is the student's responsibility to complete any assignments missed due to an absence.

2.2 Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure that the student attends school and to understand the school's attendance procedures.

It is the responsibility of the student's parent or guardian to accurately inform the school, in a timely manner, of the reason for a student's absence.

It is the responsibility of the student's parent or guardian to work collaboratively with the school and the student to improve student behavior as to school attendance.

2.3 Teacher's Responsibility

Policy 504 – School Attendance

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class.

It is the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures equitably.

It is the teacher's responsibility to have an effective system in place so that any student who has been absent can obtain missing assignments.

It is the teacher's responsibility to work collaboratively with the student's parent or guardian and the student to address any attendance issues that occur.

2.4 Administrator's Responsibility

It is the administrator's responsibility to require that students attend all assigned classes.

It is the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures equitably to all students.

It is the administrator's responsibility to receive and maintain accurate records on student attendance.

It is the administrator's responsibility to work collaboratively with the student's parent or guardian and the student to address any attendance issues that occur.

It is the administrator's responsibility to inform parents and students annually of the need for regular school attendance and of the regulations, procedures, and implementation plan for this policy.

- 3.0 Requirements: In accordance with the regulations of the Minnesota Compulsory Instruction Law, Minnesota Statutes Section 120A.22, the students of District No. 623 are required to attend all assigned classes every day school is in session unless the student has a valid excuse for being absent, has been excused by the School Board because the student has met all state and District graduation requirements, or has been directed by the School District not to attend school for a specific amount of time.

Adopted: 8/8/89
Revised: 3/24/09
Revised: 12/19/17