

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 504-R – School Attendance

1.0 Excused Absences – The following reasons shall be sufficient to constitute excused absences if the student's parent or guardian provides the school with timely notice of the absence and reason for the absence. The following list is illustrative and not exhaustive.

- Illness
- Serious illness in the student's family
- A death in the student's family or of a close friend
- Medical, dental, or counseling appointments
- Court appearances
- Religious instruction not to exceed three (3) hours in any week
- Observances of religious holidays
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school sponsored outing
- Family vacations with pre-approval by a school administrator
- Visits to colleges with pre-approval by a school administrator
- Active duty in any military branch in the United States
- 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.

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute § 121A.40 – 121A.56. Students who are suspended from school may not participate in any school related activity or program during the period of suspension.

Regulations 504-R – School Attendance

1.1 Consequences of Excused Absences

1.1.1 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.

1.1.2 Work missed because of absence must be made up within a number of days to be determined at the discretion of the classroom teacher or school official.

2.0 Unexcused Absences

2.1 The following are examples of absences which will not be excused:

2.1.1 Truancy. An absence by a student which was not approved by the school district.

2.1.2 Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

2.1.3 A student who misses fifteen (15) consecutive unapproved days will be dropped from district enrollment.

2.1.4 No student may be enrolled or remain enrolled in any school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Refer to Policy 548: Immunizations.

2.2 Consequences of unexcused absences

2.2.1 In cases of recurring unexcused absences, the administrators may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes. See section 3.0.

2.2.2 Students with unexcused absences shall be subject to discipline in accordance with Policy 520: Student Discipline.

Regulations 504-R – School Attendance

- 2.2.3 Students with unexcused absences may be subject to limited extracurricular opportunities and/or other consequences.

3.0 Tardiness

- 3.1 Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

- 3.2 Reporting Tardiness

- 3.2.1 Reporting of tardiness will be handled by the school staff in accordance with procedures defined in the student handbook.

- 3.3 Excused Tardiness

Valid excuses for tardiness are:

- 3.3.1 Illness

- 3.3.2 Serious illness in the student's family

- 3.3.3 A death in the student's family or of a close friend

- 3.3.4 Medical, dental, or counseling appointments

- 3.3.5 Court appearances

- 3.3.6 Physical emergency conditions such as fire, flood, storm, etc.

- 3.3.7 Any tardiness for which the student has been excused in writing by an administrator or staff member.

- 3.4 Unexcused Tardiness

- 3.4.1 An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

- 3.4.2 Students with unexcused tardiness shall be subject to discipline in accordance with Policy 520: Student Discipline.

Regulations 504-R – School Attendance

3.4.3 Students with unexcused tardiness may be subject to limited extracurricular opportunities and/or other consequences.

4.0 Participation in Extracurricular Activities

4.1 A student who is absent from school more than a half day (more than 3 hours in a 6 hour day) because he/she is ill or truant will not be allowed to participate in practice, a game, or a performance unless he/she has a written slip from a doctor. The principal or designated agent must approve any exception.

5.0 Dissemination of Policy

Copies of these regulations, or school procedures consistent with these regulations, shall be made available to all students and parents at the commencement of each school year and shall be available upon request.

6.0 Required Reporting

6.1 Continuing Truant

Minnesota Statute § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute § 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute § 120A.05, without valid excuse within a single school year for:

6.1.1 Three days if the child is in elementary school; or

6.1.2 Three or more class periods on three days if the child is in middle school, junior high school, or high school.

6.2 Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

6.2.1 that the child is truant;

- 6.2.2 that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - 6.2.3 that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute § 120A.34;
 - 6.2.4 that this notification serves as the notification required by Minnesota Statute § 120A.34;
 - 6.2.5 that alternative educational programs and services may be available in the district;
 - 6.2.6 that the parent or guardian has a right to meet with appropriate school personnel to discuss solutions to the child's truancy;
 - 6.2.7 that if the child continues to be truant, the parent and the child may be subject to juvenile court proceedings under Minnesota Statute Chapter 260C;
 - 6.2.8 that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute § 260C.201; and
 - 6.2.9 that it is recommended that the parent or guardian accompany the child to school and meet with school administrators.
- 6.3 Habitual Truant
- 6.3.1 A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or older who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

Regulations 504-R – School Attendance

- 6.3.2 A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures under Minnesota Statute Chapter 260A.

Adopted: 8/8/89
Revised: 10/1/02
Revised: 4/7/09
Revised: 12/19/17