



John Glenn Student Attendance Guidelines

Attendance at school is critical to the success of students. When students frequently miss school, they fall behind academically and struggle to connect with the school community. While caused by a variety of factors, poor attendance makes it difficult for students to succeed in school, limiting their options for future success. Below are the four legal reasons for students to miss school:

- Sickness
- Doctor/Dental appointments
- Religious holidays
- Extreme family emergencies

If a student is missing school for any of these reasons, parents/guardians need to call our attendance line (651-748-6341) to inform us of the reason for the absence. If no call is received or the reason does not align with the above criteria, the absence is marked as "unexcused." Once a student accumulates three or more unexcused absences in the school year, the following truancy process is started:

- At 3 unexcused absences - an attendance letter is sent to the family
- At 5 unexcused absences - a county referral to the SAM (Student Attendance Matters) program is processed and families need to provide a doctor's note for future absences
- At 7 unexcused absences - the school meets with family to develop an attendance contract and the county meets with the family to determine next steps
- At 10 + unexcused absences - the county continues to intervene and the situation moves to a court hearing

ARRIVING TO CLASS ON TIME:

Students getting to class on time is a priority at John Glenn. Students have 5 minutes in between classes to travel throughout the building. There are countdown clocks, bells and staff out in the hallways reminding students how much time they have before class starts. It is our goal to have every student on time to every class during the school day. Students not getting to class on time will be marked tardy. Once a student accumulates 3 tardies in a class their next tardy and subsequent tardies thereafter will result in next steps.

We're here to support families in ensuring students are in school (and on time) daily. If you have any questions, concerns, or need support, please reach out to your student's administrator and/or counselor.