



## **503 STUDENT ATTENDANCE**

APPROVED: 04/2000

UPDATED: 04/2022

### **I. PURPOSE**

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota statute 120A.22, the students of the school district are required to attend all assigned classes every day school is in session.

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 class.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Student Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class, resource center, or study hall. Finally, it is the student's responsibility to request and make-up any missed assignments due to an absence.

#### **B. Parent/Guardian Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

#### **C. Teacher Responsibility**

It is the teacher's responsibility to take daily attendance and to report accurate attendance in each assigned class; to be familiar with all procedures governing attendance and to apply these procedures uniformly; to provide any student who has been absent with any



missed assignments upon request; and to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### **D. Administrator Responsibility**

It is the administrator's responsibility to require students to attend all assigned classes; to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students; to maintain accurate records on student attendance; and to inform the student's parent or guardian in a timely manner of the student's attendance problem and to work cooperatively to solve attendance problems.

### **III. PROCEDURES**

Information regarding specific attendance and truancy procedures is available in the Student Attendance procedure, which can be obtained by inquiring at the front office.

#### **LEGAL REFERENCES:**

*Minnesota Statute 120A.22 - Compulsory Instruction*