

Effective Date: 7/9/02	500 – 4 Attendance Policies
Revised Date: 6/26/06 Revised Date: 6/10/14, 12/15/20	Approved by: DPSA Board
Last review date 2/10/21	

### **ATTENDANCE POLICY**

The School Board of the Duluth Edison Charter Schools believes that daily attendance is critical to academic achievement and is related to a student’s academic success. Absences, whether excused or unexcused, are detrimental to the learning experience.

Ninety-five percent (95%) attendance is the goal that we have set as the district minimum standard for each student. In order for a student to have 95% attendance, they must not miss more than nine days of school for an entire year, excused or unexcused.

### **IT’S THE LAW!**

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

School hours are: North Star - 8:30 a.m - 3:45 p.m. Raleigh Academy - 7:30 a.m.-3:00 p.m.

### **ATTENDANCE NOTIFICATION**

**North Star Academy** – When a student is absent, parents should call or email the attendance clerk at **218-728-9556 ext 1002** or [attendance.northstar@duluthedison.com](mailto:attendance.northstar@duluthedison.com) before **9:15 a.m.** to report their student’s absence. Leave a message or email including your child’s name, classroom teacher and reason for the absence. Students who arrive at school after **8:30 a.m.** are considered tardy. Students who arrive after **9:15 a.m.** are considered absent for the first ½ of the day.

**Raleigh Academy** – When a student is absent, parents should call or email the office manager at **218-628-0697 ext 1003**, or [attendance.raleigh@duluthedison.com](mailto:attendance.raleigh@duluthedison.com) before **8:15 a.m.** to report their student’s absence. Leave a message or email including your child’s name, classroom teacher and reason for the absence. Students who arrive at school after **7:30 a.m.** are considered tardy. Students who arrive after **8:15 a.m.** are considered absent for the first ½ of the day.

### **LATE ARRIVAL AT SCHOOL**

It is vital that students arrive at school on time. Some of the most important information and community building take place within the first 20 minutes of class. After this initial time, instruction in core curriculum begins. Students need to be present every day for this valuable time. If a student arrives late to school, a parent/guardian must enter the building with the student and sign him/her in at the school office. Signing the student in does not assure that the tardiness/absence will be excused.

## **WHAT ARE EXCUSED ABSENCES?**

- ***Illness or Doctor/Dentist Appointments*** Students are allowed up to 9 total absences a year. Whenever possible, schedule doctor and dentist appointments before or after school. A doctor's note must be provided if your child is gone from school more than 3 days per quarter. Because your child's health is important to us, the district nurse can help if you do not have health insurance or cannot afford to see a doctor. Please contact your school if you need help.
- ***Religious Holidays/Cultural Observances*** If your child will be gone due to a religious holiday or cultural observance, you must notify the school in advance.
- ***Funeral*** Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get written approval for additional excused time from the Attendance Team. **CHANGE TO YOU MUST RECEIVE APPROVAL FROM YOUR STUDENT'S ACADEMY ADMINISTRATOR**
- ***Family Emergency*** Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Attendance Team. **CHANGE TO YOU MUST RECEIVE APPROVAL FROM YOUR STUDENT'S ACADEMY ADMINISTRATOR**
- ***Family Activity*** A student may be gone up to 5 days from school for a pre-approved family activity such as a vacation. To get **pre-approval** from the school, you must do the following:
  1. At least 10 days before leaving, request permission (from the school **CHANGE TO FROM YOUR STUDENTS ACADEMY ADMINISTRATOR**) for your child to be gone by submitting a [Family Activity Attendance Form](#)
  2. Before leaving, get your child's homework and agree that your child will finish the homework.
  3. Make sure that your child will not be gone for important tests like the MCA and MAP Tests.
  4. Agree that your child will miss no more than 5 days of school.

**DELETE -- Before leaving, get written approval from the Attendance Team. (See [Family Activity Attendance Form](#))**

**All days of vacation after 5 days will be considered unexcused.**

## **JUNIOR ACADEMY TARDINESS**

Students are expected to arrive to class on time. Students are considered tardy if they arrive to class up to 10 minutes late. A student who is tardy to class must obtain a pass from the office to gain entrance to class. All tardies will be tracked by the office and reported to parents. A student who was conferencing with a teacher and has been given an excused tardy pass by that teacher will be admitted to class without an unexcused tardy on record. If a student arrives later than 10 minutes to class, they are marked absent for that class.

## **DISTANCE LEARNING ATTENDANCE**

During distance learning periods or digital learning days, attendance is recorded based on student participation or teacher confirmation of student participation, rather than on student absences. Students must have actual documented student-teacher contact on a

given day to be reported as in attendance on that day, i.e., schools must take positive rather than passive attendance.

1. The expectation of the Minnesota Department of Education (MDE) is that "students receive daily interaction with their licensed teacher(s)".
2. Contact may be made with the student or parent/guardian through email, phone call, text, learning management system, shared electronic documents, face to face, or hardcopy documents returned to the teacher.
3. At the end of each work day, the classroom teacher must record student positive attendance in the district's state reporting student information software system (SIS).
4. Students may be working on content / contacting teachers outside of the teacher scheduled workday and such work will be reviewed and counted toward positive attendance for the day regardless of time of day submitted or completed.
5. When student work is submitted electronically or by other means, the teacher may, for the four previous days, retroactively update student positive attendance in the district's state reporting SIS to reflect a student's work.
6. Designated school officials will follow-up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved.
7. Procedures for parent/guardian notification and reporting of cumulative excused and unexcused absences apply to distance learning.