

# **ST. LOUIS PARK SENIOR HIGH SCHOOL**

## **ATTENDANCE POLICY**

### **STATEMENT OF PURPOSE**

Minnesota State Law and Education Department regulations require daily attendance:

Children aged seven to 16 must receive instruction for at least 170 days each year (M.S. 124.19, subd. 1b.)

A child under the age 16 is considered a "continuing truant" if the child is in elementary school and absent three (3) school days without a lawful excuse or if the child is in middle, junior high or high school and absent on three or more class periods on three (3) school days without a lawful excuse (1995, M.S. 260.015, subd. 19, sec 38-39)

Regular attendance is a requisite in the educational process. Research shows that class attendance is closely related to positive performance in course work. The entire process of education requires continuity of instruction from a trained professional, classroom contact and participation with other students, along with individualized study to maximize student learning. Students must be in attendance to avail themselves to these opportunities.

Students are expected to be in class each hour. **When a student misses a class, a parent or guardian has 24 hours to call and excuse the absence with an appropriate excuse. If the absence is not excused within 24 hours, it will remain unexcused. There will be no exceptions to this rule.** If a student is absent without an excuse three times from any class, a warning letter will be mailed. Once a student reaches 5 unexcused absences in a class, a letter will be mailed stating that the student has lost credit in that class based on attendance. The expectation is that the student's attendance improves. If that occurs, the student is encouraged to appeal for that credit to be reinstated at the end of the semester. If the attendance does not improve, credit will be lost.

After 15 days of unexcused absences, a student will be dropped from our enrollment.

**Students at St. Louis Park High School will experience grade reductions for each unexcused absence. A student's grade will be reduced by 1/3 for each unexcused absence accumulated during a semester. Staff are also counting unexcused tardies in this practice. Three unexcused tardies equal an unexcused absence. Students must remain in the class for the entire hour or they will be marked absent unexcused.**

### **SPECIAL LEAVE (FAMILY VACATION)**

Absences from school when taken to accommodate a family's vacation could have a negative impact on academic performance. Parents and students must assume responsibility for, and students will be required to make up work missed under the following procedure:

The student must bring a written request for special leave of absence from his/her parent to the assistant principal at least **five (5) school days** in advance of the proposed leave.

The grade level secretary will give the student a Special Leave Application, which must be taken to all classes and signed by all teachers to indicate assignments for the proposed absence.

The student then must show the parents the teacher's statement and the parent must then sign the request authorizing the special leave.

**The student must return the form to the office prior to leaving.** Special requests are approved on an individual basis.

### **PHYSICAL EDUCATION EXCUSES**

Excuses for one to three days from physical education classes requires a note from the parent/guardian presented to the instructor at the beginning of the class.

Excuses for more than three days requires a written excuse from a doctor and must be presented to the physical education instructor. The instructor and grade level counselor will then decide if the student should remain in the class with modifications, or drop the class with no credit. **Each academic school year updated notes from the doctor should be placed in the student's file in the Health Services Department.**

### **ABSENCES AND MAKE-UP WORK**

Students who have been absent for legitimate reasons will be allowed a reasonable amount of time to make up work missed while they were absent. Upon returning to school it is the STUDENT'S responsibility to get missed assignments. A student shall receive 2 days for the first day missed and one day for each day missed thereafter. If pre-arranged tests or projects are due on days of absence, the student must be prepared to take the test or submit any project on the day he/she returns.

**STUDENTS WITH UNEXCUSED ABSENCES DUE TO TRUANCY OR SKIPPING CLASS WILL NOT BE ALLOWED TO MAKE UP WORK FOR CREDIT.**

Students who have been dismissed from school as Out-of-School Suspension (OSS), In-school Suspension (ISS), and Respectful Solutions to Violence Prevention (RSVP) at Central will be allowed to make up the work from the class(es) missed and receive credit for the work.

## **FIELD TRIPS**

Each semester, teachers in various departments offer field trips to enhance the content of their courses. The field trips range widely from attendance at cultural events to hands on experiences of many kinds.

**Field trips are always optional because they necessitate missing more classes than just the one offering the experience; therefore teachers are notified in advance of all proposed trips. The cost of transportation on field trips is \$2.00 per student. Other costs may be involved depending on the nature of the activity.**

We reserve the right to withhold a student from field trip(s) due to a poor attendance record or for behavior reasons.