

Adopted: May 18, 2020

Revised: September 18, 2023

AGAMIM CLASSICAL ACADEMY POLICY *Students, No. 502*

ATTENDANCE POLICY

I. PURPOSE

The purpose of this policy is to outline Agamim Classical Academy's student attendance expectations as defined by the State of Minnesota Truancy laws, county truancy support agencies, and by the Academy. This policy acknowledges that school attendance is a shared responsibility by students, parents/guardians, teachers, and administrators.

II. GENERAL STATEMENT OF POLICY

Agamim Classical Academy will comply fully with Minnesota State Statute 120A.22, which requires students to attend all assigned classes each day the Academy is in session. Exceptions to this requirement include if a student has withdrawn from the Academy or has a valid excuse for absence as outlined below.

III. ROLES AND RESPONSIBILITIES FOR ATTENDANCE

A. Parent Responsibilities

1. Parents/Guardians are primarily responsible for ensuring that their child acquires knowledge and skills that are essential for effective citizenship (Minnesota Statute 120A.22 subdivision 1).
2. Parents must make every effort to ensure their child attends school each day, to inform the school in a timely manner in the event of a student absence, and to work in cooperation with the Academy to resolve any attendance problems. It is the responsibility of the student and family to obtain missing work for the day of absence.

Attendance Procedures for Parents/Guardians:

- Parents must contact the school by calling the school office at 952-856-2531, using the absence notification tool in the school's Student Information System, or emailing the school office main email address at info@agamim.org to inform the school of student absences no later than 10 AM on the day of absence, late arrival, or early release day.
- Missed work from the day of absence will be sent home upon the student's arrival unless other arrangements are made with the child's teacher. It is the responsibility of the parent to obtain missing work from the homeroom teacher for the day of absence, if requested.

- Parents must go to the office to sign students in after 9 AM and to sign students out before 4 PM.
- Students are required to be kept at home if student is in poor health.

B. Student Responsibilities

1. Students have a right to be in school.
2. It is the responsibility of students to attend all classes on time each day the school is in session.
3. Students must be aware of and follow the correct procedures for when they are absent from class.
4. Students must work with their parent/guardian to secure missed work, schedule make-up assessments, and complete missed coursework.
5. Students may not dismiss themselves from school, call themselves in absent, or leave the building without a parent or guardian.

C. Teacher Responsibilities

1. Teachers are responsible for maintaining accurate attendance records for each assigned class.
2. Teachers must be familiar with all attendance procedures and apply these procedures to all students uniformly.
3. Teachers must provide any student who has been absent with missed assignments upon request.
4. Teachers must inform the office of attendance information they receive from parents and address any attendance concerns with parents and administration in a timely manner.

D. Administrator Responsibilities

1. Administrators must disseminate this attendance policy to students, parents/guardians, and staff.
2. Administrators must require all students to attend all assigned classes.
3. Administrators must be familiar with all attendance procedures and apply these procedures to all students uniformly.
4. Administrators must maintain accurate records of student attendance.
5. Administrators must inform parents/guardians in a timely manner of their children's attendance and to work in cooperation with them to resolve any attendance problems.

IV. REQUIRED REPORTING

A. Continuing Truant

1.) Minnesota State Statute 260A.02 states that a **Continuing Truant** is a student who is subject to the Compulsory Instruction Law and is **absent from instruction at school without a valid excuse within a single school year for:**

- **Three days** if the student is in elementary school
- **Three or more class periods on three school days** if the child is in middle/high school

2.) When a student is **initially classified as a Continuing Truant**, Minnesota State Statute 260A.03 provides that the Executive Director or designee will notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- a. That the child is truant;
- b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- c. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
- d. That this notification serves as the notification required by Minn. Stat. §120A.34;
- e. That alternative educational programs and services may be available for the student;
- f. That the parent/guardian has the right to meet with the appropriate school personnel to discuss solutions to the child's truancy;
- g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. §Ch. 260.

B. Habitual Truant

1.) A **Habitual Truant** is a child under the age of 17 years who **is absent from school without lawful excuse for either:**

- **Seven school days** if the student is in elementary school
- **One or more class periods on seven school days** if the child is in middle/high school

2.) The Executive Director or designee will refer a habitually truant child and the child's parent/guardian to appropriate services and procedures as outlined in Minn. Stat. §Ch. 260A.

3.) The Academy reserves the right to report students as **Truant if they accumulate more than 10 excused absences during the year.**

C. 15 Day Rule

(MN Statute 126C.05, Subd. 8—Average Daily Membership) A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn. Families/Guardians must be notified in writing of this consecutive absence rule and consequence before the 15 day period is over.

V. REQUEST FOR MODIFIED LEARNING EXPERIENCE

Agamim Families may request a modification to their child's learning experience beyond the child's scheduled school day. This request could be a defined number of full days or a defined amount of time during the school day for a defined number of school days.

The request shall be made to the Executive Director or designee, and consideration for approval for a modified learning experience will be limited to the following reasons:

- Grade Level Acceleration at Agamim
- Special Education Needs
- Health/Medical Leave
- Day Treatment
- Extended Family Travel Schedule (family emergency, sabbatical, etc.)

Whenever possible, families seeking approval for a modified learning experience should complete and submit the Modified Learning Experience Proposal Form (found in the Appendix) at least six weeks prior to the beginning date of the experience. Exceptions to the six-week submission request may be made for extenuating or emergency circumstances. Also, families should know that the 15-day rule (above, Section IV., C.) applies to extended absences.

VI. SUPPORT FOR STUDENT ATTENDANCE

The Academy will develop procedures that promote regular student attendance and that prevent absenteeism and truancy. Whenever possible, the Academy will work with other community organizations and agencies to support regular student attendance.

VII. DISSEMINATION OF POLICY

This policy will be made available to all students and parents at the beginning of each school year. This policy also be available on the school's website and by request from the school office.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 126C.05 (Definition of Pupil Units)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Goss v. Lopez, 419 U.S. 565 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

APPENDIX I

ATTENDANCE PROCEDURES

Agamim believes that regular, punctual school attendance is essential for a student's academic achievement and classical development of wisdom and virtue. Students' regular and on-time attendance also assists the enactment of the school's mission and vision, supports the school's goals for high quality teaching and learning, and preserves the integrity of the academic day.

Regular and punctual attendance to school is a shared responsibility across students, their families, and the school. To nurture students responsible and self-discipline for attendance, the Academy employs the following attendance procedures.

A. ABSENCES

- 1.) **If a student is absent, will be absent from class, or arrive late to school, the parent/guardian must notify the office before 10 AM on the day of the absence.** To report an absence, phone calls may be made to the school office at 952-856-2531, notices may be sent using the absence notification tool in the school's Student Information System, or emails may be sent to the school's main office email address at info@agamim.org. **If no parent/guardian notification is given to the school, the absence will be marked as Unexcused.** A parent/guardian may contact the school within 48 hours to potentially change an absence from Unexcused to Excused.
- 2.) **Students must be in school for a minimum of three hours** (unless absent for a school-sponsored activity or documented medical/dental reason) in order **to participate in after school activities.**
- 3.) **Students may be exempt from physical activity/education** when a temporary condition or disability resulting from illness or injuring renders the student unable to participate in physical activity/education classes. Parents must submit a request for exemption in writing to the school office. If the student will require exemption for longer than a week, a statement from the child's physician is required.

B. TYPES OF ABSENCES

- 1.) **Excused Absences:** An excused absence is an absence from school or class for an acceptable reason and with parent/guardian and school permission. Full credit is given for all make-up work for excused absences. It is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify students in their classes of the classroom make-up work policy. A student should complete all missing work within a period of time equating to no more than two days per day of the excused absence from school. Students should proactively request work/assignments in advance for known excused absences.

The following absences are considered excused and will not be counted towards cumulative absences for truancy purposes:

- a. Chronic Illness
- b. Death or Terminal Illness of the student's immediate family member or a close friend or relative
- c. Court Appearance occasioned by family or personal action
- d. Regularly-Scheduled Religious Instruction, not to exceed three hours in any week
- e. Religious Holiday or Observance
- f. Emergency Conditions such as fire or flood
- g. Official School Field Trip or other School-Sponsored Outing/Activity
- h. Removal of a Student pursuant to a Suspension. Suspensions will be handled as excused absences, and a student who is suspended will be permitted to complete make-up work.
- i. Spectator at a School-Sponsored Activity. This activity needs prior approval from and is up to the discretion of building administration.

The following absences are considered excused but will be counted towards cumulative absences for excused absence-related truancy. *A maximum of 10 excused absences will be excused per year.*

- a. Illness (non-chronic) (*A doctor's note may be required after a student has 3 cumulative absences in the same school year)
- b. Medical, Dental or Orthodontic Treatment or Counseling appointment that cannot be completed outside of the school day. The appointment should last no more than one half day, and the school may require documentation in order for it to be considered an excused absence.
- c. Prearranged personal or family vacations. A student must have completed and turned in the **prearrangement form not less than five school days in advance** of the first day of absence for a vacation to be considered an excused absence.
- d. Transportation miscue, including missed bus, traffic congestion, and vehicle malfunction

2.) **Unexcused Absences:** An unexcused absence is an absence from school or class with or without the consent of the parent/guardian and for a reason which is not accepted to the Academy. Make-up work for unexcused absences may be required, and credit will be given at the teacher's discretion and based on the teacher's classroom make-up work policy. Unexcused Absences are counted toward cumulative absences for truancy purposes.

The following absences are considered unexcused and will be counted towards cumulative absences for excused absence-related truancy.

- a. An absence by a student that was not approved by the parent/guardian and/or by the Academy
- b. Any absence in which the student failed to comply with any reporting requirements of the Academy’s attendance procedures within 48 hours of the absence.
- c. Working on school assignments or preparing for exams at home
- d. Personal or family vacations not prearranged with the school and without the prearranged absence form submitted at least five days before the absence begins
- e. Oversleeping, missed alarms, studying, or volunteer work

C. MONITORING ABSENTEEISM

- 1.) A team of staff who review attendance may meet on a regular basis to review and monitor both excused and unexcused absences. The school will communicate with parents, regarding absences, following the plan provided in the table below.
- 2.) The school notification system will provide communication electronically to parents with each absence from the school day or a class.
- 3.) School Administration will monitor excused absences and work with families to improve attendance.
- 4.) School Administration will follow the steps outlined below based on the number of unexcused absences incurred by a student.

AGAMIM CLASSICAL ACADEMY K-8 ATTENDANCE RESPONSE THRESHOLDS	
Three (3) Unexcused Absences	School administration may communicate with parents about attendance concerns via letter, email, or phone call. Parents may be required to meet with the school administrator and/or social worker.
Six (6) Cumulative Absences towards Truancy	School administration will communicate with parents and may begin an intervention process to improve attendance. Parents may be required to attend a Parent Group Meeting through the “Be@School” program in Hennepin County if all 6 absences are unexcused.
Nine (9) Unexcused Absences	The student will be required to participate in a conference with the building administrator or designee. The school may file an Educational Neglect and Truancy Report. The administration will communicate to the parents that the continued absences will result in eventual referral to the state attorney.
Nine (9) to Eighteen (18) Cumulative Absences towards Truancy	School administration will continue to work with the family to communicate absences. A student who reaches 18 cumulative (excused and unexcused absences) may be recommended for retention.
<i>*The above totals are total absences throughout the same school year.</i>	

D. SUSPENSION FROM SCHOOL

Make-up work is required and will receive full credit for absences due to suspensions. Days during which a student is suspended from school will not be counted in the student’s total cumulative absences towards truancy.

E. TARDINESS

AGAMIM CLASSICAL ACADEMY K-8 TARDINESS RESPONSE THRESHOLDS	
Tardiness	<p>A student will be marked tardy if he/she arrives late to school within 30 minutes of the school start time. Students arriving late on the school bus are not considered tardy.</p> <p>Students in grades 5-8 may be marked as tardy if they arrive late to a class. Teachers will advise their students of penalties or make-up procedures for their classes.</p>
Arriving 30 or More Minutes Late to School equals Half Day Absence	<p>Any student K-8 arriving 30 minutes after the school start time will be marked as a Half Day Absence. Tardiness or Half Day Absence is classified as Excused or Unexcused based on the reason as defined above in the Excused or Unexcused Absences sections—Section B, Parts 1 and 2.</p>
Three (3) or More Unexcused Tardies	<p>Students may not incur more than 3 unexcused tardies per semester.</p>
Fourth (4th) Unexcused Tardy	<p>The fourth unexcused tardy in any semester of the school year will result in an intervention such as an attendance plan, parent meeting, etc.</p>
Seven (7) Unexcused Tardies	<p>7 Unexcused Tardies will be recorded as one (1) Unexcused Day of Cumulative Absence towards truancy. On the 7th unexcused tardy, a notification will be sent home that includes a copy of the attendance policy and procedures along with a request for a meeting with the student, parent/guardian, and an administrator.</p>

APPENDIX II FOR POLICY 502

AGAMIM CLASSICAL ACADEMY

FAMILY PROPOSAL FOR A MODIFIED LEARNING EXPERIENCE

*(*A modified learning experience may be provided for students with extenuating circumstances such as health/medical leave, special education need, day treatment, etc.)*

Student's Name _____ Grade: _____

Date of Submission: _____

Experience Begin Date: _____

Experience End Date: _____

Experience School Day Adjustment: _____

Family Need/Rationale for modifying the student's learning experience:

Customized Learning Experience:

SUBJECT(S)	MODIFIED INSTRUCTIONAL APPROACH	ASSESSMENT PROCESS

Requirement of Modified Learning Experience:

1. Meets state and Academy attendance requirements
2. Meets state and Academy academic advancement requirements, including grade level standards and course credits
3. Does not require specialized services or instructional support of Academy staff

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

APPENDIX III FOR POLICY 502

AGAMIM CLASSICAL ACADEMY

FORM FOR PRE-ARRANGED PERSONAL ABSENCES, FAMILY VACATIONS, AND SIGNIFICANT EDUCATIONAL OPPORTUNITIES

Entire form must be filled out and submitted to the office no later than 5 days prior to the absence for the absence to be considered excused.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent Phone Number(s): Cell (____) ____ - ____; Home (____) ____ - ____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____ AM/PM *Returning midday at: _____ AM/PM

Check One Box Below:

- Religious Observance
- Personal Matter / Family Vacation - Please supplement this form with a short, written explanation.
- Significant Educational Opportunity - Please supplement this form with a short, written explanation of the opportunity.
- Athletic Event - Please supplement this form with a short, written explanation.

IMPORTANT NOTE: Parents/Guardians should sign this form before giving it to the classroom teacher. Parents/Guardians also must contact their child's the teacher(s) to arrange for make-up work before turning this form in to the office.

DEADLINE FOR SUBMITTING THIS FORM: Please complete and submit this form to the office at least five school days prior to departure. Forms not turned in 5 school days prior to the absence will result in the absence being marked as unexcused.

I have read and understand the requirements listed above. My signature is below.

Parent/Guardian Signature: _____ Date: _____