

Westonka Attendance Policy

SUMMARY OF DISTRICT STUDENT ATTENDANCE POLICY

On January 10, 2011, the Westonka School Board approved revisions to its Student Attendance

policy. The purpose of the policy is to convey the importance of student attendance as it is related to their academic success and habits of dependability important to the student's future. It

is every student's right and responsibility to attend all assigned classes every day that school is

in session; and it is the parent's/guardian's responsibility to ensure the student is attending school and to inform the school in the event of a student absence.

ABSENCES

The following reasons constitute excused absences:

- Illness, limited to 12 days. Illness absences in excess of 12 days require medical documentation.
- Religious observance.
- Serious illness, death, or funeral in the student's immediate family.
- Professional appointments with documentation from the clinic.
- Court appearance with documentation from the court.
- Serious emergency conditions such as fire, flood, or tornado.
- Pre-arranged family vacations limited to 5 school days. Family vacation days in excess of 5 school days require the student and parent to meet with the school's attendance committee.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

TARDINESS

Valid excuses for tardiness are:

- Illness, limited to 12 days. Absences in excess of 12 require medical documentation.
- Serious illness, death, or funeral in the student's immediate family.
- Religious observance.
- Professional appointments with documentation from the clinic.
- Court appearance with documentation from the court.
- Serious emergency conditions such as fire, flood, or tornado.
- Pre-arranged family vacations limited to 5 school days.

REQUIRED REPORTING

Westonka Public Schools will follow the Hennepin County and State guidelines for reporting students who are truant. Those guidelines advise us to inform parents in writing when we have

recorded three or more unexcused absences for a child. A habitual truant is a child who is absent from attendance at school without lawful excuse for seven school days, if the child is in

elementary school. Minnesota statute requires the school to refer the child and the child's parents or guardian to County officials. This report will be reviewed by the County and could result in a Juvenile Court hearing.

Reporting guidelines can be found at www.hennepinattorney.org/be@school.

The full district policy can be viewed on the district website under School Board/Policy Manual.

HILLTOP PRIMARY SCHOOL ATTENDANCE POLICY

Daily Attendance

It is important for students to be in school as much as possible. It is your responsibility to let us

know when your child will be absent.

1. You must call the school by 8:30 a.m. to let us know your child will be absent.
2. If we do not hear from you, we will call to check on your child's welfare and remind you to call the Attendance Line (952-491-8505) to report future absences. The 3rd and any subsequent times we need to call you, the absence will be unexcused, no matter what the reason for the absence is.
3. Each student is allowed 12 absences due to illness. Any illness absence after 12 requires a doctor's note for the absence to be excused.
4. Professional appointments (doctor, counselor, legal, etc.) will be excused only if we receive a note from the professional.
5. Each student is allowed to miss up to 5 days of school for vacation.
6. If no reason is given for the absence, the absence will be unexcused.

Vacation Policy

District policy allows a student up to 5 days of vacation. For the 6th day, and any days after that, a

Vacation Petition form must be completed, using the following process.

1. Parent will request the Vacation Petition form from the school office, advising dates of school to be missed.
2. Office staff will give the Vacation Petition to the classroom teacher to enter homework make-up plans and return the form to the parents.
3. Parent will contact our school Social Worker, Ms. Runke (491-8565), to go over the homework make-up plans.
4. A consultation between Ms. Runke and the classroom teacher may occur.

Unexcused Absences

Westonka Public Schools will follow the Hennepin County and State guidelines for reporting students who are truant.

1. The school will inform parents in writing when we have recorded three or more unexcused absences for a student. Please know that 5 unexcused tardies equals 1 unexcused absence.
2. When the school has recorded 6 unexcused absences, the parents will be referred to the county for a parent meeting.
3. When 9 unexcused absences are recorded, the parents will be referred to County officials; the absence report will be reviewed by the County and could result in a Juvenile Court hearing.

Reporting guidelines can be found at www.hennepinattorney.org/prevention/students-youth/be-at-school.