

# Benjamin E. Mays IB World School Attendance Policy

24 Hour Attendance Number and Email for Absences

**ATTENDANCE LINE: (651) 325-2499**

**ATTENDANCE EMAIL: [mays.attendance@spps.org](mailto:mays.attendance@spps.org)**

Attendance is mandatory in the state of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. Establishing good attendance patterns in the elementary years is one of the best ways to ensure a student will stay in school through graduation. **Absences must be reported to school each day.** School hours are 7:30am to 2:00pm.

## ***Did you know?***

A student who has been absent without lawful excuse for 5 or more full days is considered truant. For those students under the age of 12 years, the parent(s) or legal guardian(s) are held responsible for the attendance of the child. Please use the above attendance number or email to report your child absent or late for school.

Any student who is going to be absent or late for school for any reason must be called in by a parent or guardian EACH AND EVERY DAY. Any absences not reported will be unexcused.

## ***During Distance Learning (declared by the district or state):***

Attendance is still critical during Distance Learning. Student completion of the Daily Check-In in Seesaw (Prek-2) or Schoology (3-5) by the end of the regular school day (2:00pm) will determine whether a student is "present" for the day. During Distance Learning, families must notify the school of absences using the stated attendance procedure (below). Tardies will not be noted.

## **What is an Excused Absence?**

The burden of a child being excused from school is placed on the parent(s)/guardian(s) of the child. **A school has the right to accept or deny an application for an excuse.** Therefore, schools can develop reasonable policies for school attendance and reject excuses offered by the child or parent.

## ***Excused Absences (examples):***

Acceptable Excuses (examples):

- Sickness (school may request doctor verification or that the parent bring the child to school to be seen by the school nurse)
- Medical appointment (avoid school hours if possible)
- Religious holidays
- Extreme family emergencies (i.e. death in family, house fire, homelessness, etc)

Invalid Excuses (examples):

- Staying home to baby-sit
- Oversleeping
- Missed bus
- Too cold
- Needed at home (over)

(over)

## Parent/Guardian Procedures:

Call (651) 325-2499 or email ([mays.attendance@spps.org](mailto:mays.attendance@spps.org)) the attendance office by 8:30 a.m. to report absences with the following information:

- student's first and last name
- grade
- teacher's name
- reason for absence
- your relationship to the student
- a phone number where you can be reached in case we have questions

If you do not call the school, or the school is unable to contact you regarding the absence, you must provide your son/daughter with a *note verifying the absence*.

Notify the Attendance Office ahead of time if your son/daughter will be gone for an extended period of time (surgery or hospitalization, vacation, etc.).

Notify the Attendance Office if your son/daughter will leave early for an appointment via a note, phone call, and/or email.

## School's Procedures:

If an absence has not been reported, we will attempt to call the parent/guardian at home or work.

*All absences are considered **unexcused** until verification can be made.*

## Consequences of Unexcused Absences and Tardies:

Students with unexcused absences shall be subject to discipline in the following manner in accordance with the Pupil Fair Dismissal Act, MN Statutes Section 120A.40 and Ramsey County Family Truancy Intervention Program (FTIP).

- Students with 1-3 unexcused absences or 5 out-of-building tardies will be sent written notification (Attendance Alert Letter) regarding the school attendance issue with a warning that failure to improve will result in a referral to the Ramsey County Family Truancy Intervention Program (FTIP).
- If a student is more than 3 hours tardy, it is counted as a full day absence.
- Students with 5-7 unexcused absences, or 10 out-of-building tardies, will be referred to FTIP.
- Students with additional unexcused absences following an FTIP meeting, or with 15 or more tardies, will be required to attend an In-School Contract meeting with the Attendance Liaison and/or School Counselor.
- Students with 7-10 unexcused absences or 20 tardies will be referred to a School Attendance Review Team (SART) Hearing.

PLEASE NOTE: When a student is late coming to school a parent must come into the building to check them in. Our goal is to have good communication between families and school. Students who are walking or being dropped off in the morning should not arrive at school any earlier than 7:15 a.m. as Benjamin E. Mays staff are busy preparing for the day and are unable to supervise students. At 7:15 a.m. they are allowed to enter the building to go to breakfast, their lockers, and classrooms