

2008-2009 Attendance Policy

Attendance

Regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between staff and students, and establishes regular habits of dependability that are important to the student. Further, the GRS program is an integrated experience, and every aspect of the program contributes to its success. Every student is important to the community, to each component of the program, and to the program as a whole. When a student misses some or part of the program, their experience is lessened, and the community suffers too.

- All absences must be reported by a parent/guardian of the student. (This includes students who are 18)
- Parent/guardians should call GRS Attendance Line to report their student's absence or tardiness to school no later than 9:30 am. This Attendance Line is checked daily. Follow the prompts on the GRS voicemail.
 - REMINDER: The attendance line is for notification only to the school.
 - All absences or tardies require a *written documentation signed by a parent/guardian with a contact phone number* turned into the Front Office.
- Students who are late to school or leave early from school for any reason MUST check in at the Front Office, their information will be recorded on the attendance log, and in their student file.
- If a student is *10 minutes or more* late to class, during any period of the day for any reason (excused or unexcused), the student will be marked as absent for that entire period.

- Absences 3 days or more require a signed doctor's note.
- All extended absences require written documentation of the dates and reason for the absence from school.
- All students absent, excused or unexcused, from school for 15 consecutive days will be dropped from school. If the intent is to continue as a student at GRS an intake meeting will be necessary to re-enroll the student. This is a state requirement.

- 3 tardies = 1 hour detention (3:00 - 4:00 PM) served on the Wednesday after school following the 3rd reported tardy.
- The Attendance Coordinator will print a report each Friday, notify Level Coordinators at the Communication Committee Meeting on Monday after school, and a member of the Administration team will make a call home to students/parents/guardians that they are required to serve detention on Wednesday of that week.
- If a student does not attend their assigned detention they will receive two detentions as a result. If a student does not attend those consequent detentions a meeting will be called with a school administrator, student, parent/guardian.

Five-Class Absence Policy

The purpose of the Five-Class Absence Policy is to ensure that each student meets the 90% attendance goal established in the federal No Child Left Behind Act, and complies with MN state law, which requires that students attend all assigned classes every day that school is in session.

Any student who exceeds five (5) absences in any one class per semester, excused or unexcused, will be placed on non-credit status in that class. Students will receive a letter home from the Attendance Coordinator stating that the student has reached 5 absences in any one class and has been placed on non-credit status.

At the end of each semester, the parent/guardian and student will be notified of the opportunity to meet with the Appeals Committee via letter home from the school. This letter will outline the necessary steps needed in order for the student to appeal for their grade in any one class. Written documentation is required for all absences in order for them to be considered by the committee. Students with serious injuries, long-term illnesses, or family emergencies should have written documentation in their file already (see Excused Absences). The Appeals Committee will make the decision to grant or to not grant credit for the class, and the committee's decision is final.

Absences & Tardies Defined (Excused or Unexcused)

GRS will determine whether an absence is excused or unexcused. GRS adheres to these definitions provided by the Office of the Ramsey County Attorney as listed below:

Excused absences or tardies: All absences or tardies require a *written documentation signed by a parent/guardian with a contact phone number* turned into the Front Office.

- Sickness (Absences 3 days or more require a signed doctor's note)
- Religious Holidays
- Pre-approved absences by the School Director (signed note required)
- Visit to doctor, dentist, or mental health professional with a note
- Extreme family emergencies
- Required court appointment

Unexcused absences or tardies:

- Staying at home to baby-sit
- Needed at home
- Running an errand
- Skipping class
- Senior pictures
- Traffic
- Visit to health professional, without a note
- Overslept
- Travel without school permission
- Jobs outside of school
- Leaving the building without staff permission
- Driver's training
- Parent overslept
- There are too many to mention! ☺

Truancy Intervention Program

GRS participates in the Ramsey County Attorney's Truancy Intervention Program, which is a three-step process involving progressively intrusive interventions to address truancy problems. **A student is considered truant if he or she has been absent, without lawful excuse, for three full school days.** If a student is *10 minutes or more* late to class, during any period of the day for any reason (excused or unexcused), the student will be marked as absent for that entire period. Great River School will follow the Ramsey County Attorney's Truancy Intervention Program's policies in order to report if a student is truant.