

Adopted: May 14, 2015

Revised: \_\_\_\_\_

**Success Academy**  
**POLICY No. 5.2.1**  
**ATTENDANCE AND ABSENCES**

**I. PURPOSE**

The purpose of this policy is to set forth attendance requirements at Success Academy.

**II. POLICY STATEMENT**

It is the policy of Success Academy to fully comply with state laws regarding student attendance at public schools.

**III. APPLICATION OF THIS POLICY**

A. Students between the ages of 7 and 17.

1. Every person between the ages of 7 and 17 years of age must receive instruction unless the person has graduated.
2. Any student who is 17 years old and is enrolled in Success Academy who seeks to withdraw from school must meet with school representatives along with the student's parent or guardian to discuss alternative educational opportunities and to sign a written election to withdraw from school.

B. Students under age 7 enrolled in kindergarten.

1. Every student under the age of 7 who is enrolled in a half-day kindergarten, or a full-day kindergarten program on alternate days, or other kindergarten programs shall receive instruction.
2. Once a student under the age of 7 is enrolled in kindergarten or a higher grade in Success Academy, the pupil is subject to the compulsory attendance provisions of this policy.
3. Withdrawal of pupil. A parent or guardian of a student under age 7 who is enrolled may withdraw the student from enrollment in Success Academy, for good cause by notifying the Executive Director. Good cause includes, but is not limited to, enrollment of the student in another school or the immaturity of the student. Once a student under age 7 withdraws, the student is no longer required to attend school for the remaining academic year.

#### **IV. EXCUSED ABSENCES**

- A. Legitimate exceptions to required attendance. The Administration of Success Academy may approve of absences when a student's physical or mental health is such as to prevent attendance at school. Such absences include:
1. Student illness, medical, dental, orthodontic, or counseling appointments;
  2. Family emergencies;
  3. The death or serious illness or funeral of an immediate family member;
  4. Active duty in any military branch of the United States;
  5. The student has a condition that requires ongoing treatment for a mental health diagnosis; or
  6. A family leave due to a religious holiday or other need provided that formal written notice by family has been given to Success Academy and has been approved by the Executive Director.
- B. Kindergarten students. Success Academy shall excuse a kindergarten student from part of a school day at the request of the student's parent.
- C. Release for religious instruction. Success Academy shall excuse a student for a period or periods not exceeding in the aggregate three hours in any week, in order for the student to attend a school for religious instruction conducted and maintained by some church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This school for religious instruction must be conducted and maintained in a place other than Success Academy

#### **V. PROCESS FOR OBTAINING EXCUSED ABSENCE; REPORTING**

- A. A parent, guardian, or other person having control of a student may apply to Success Academy to have the student excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to Success Academy Administration/Administrative Assistant.
- B. Success Academy may ask the student's parent or legal guardian to verify in writing the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- C. The Success Academy Administration/Administrative Assistant must issue and keep a record of such excuses, under such rules as the Success Academy may from time to time establish.

#### **VI. CONTINUING TRUANTS; DEFINITIONS**

- A. Elementary student. An elementary student is a “continuing truant” if that student is absent from instruction in Success Academy without valid excuse within a single school year for three days.
- B. Middle school, junior high school, or high school. A middle school, junior high school, or high school student is a “continuing truant” if the student is absent without a valid excuse within a single school year for three or more class periods on three days.
- C. Upon a student’s initial classification as a continuing truant, the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first-class mail or other reasonable means, of the following:
  - 1. That the student is truant;
  - 2. That the parent or guardian should notify the school if there is a valid excuse for the student’s absences;
  - 3. That the parent or guardian is obligated to compel the attendance of the student at school and that parents or guardians who fail to meet this obligation may be subject to prosecution;
  - 4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
  - 5. That alternative educational programs and services may be available in Success Academy or in the student’s resident district;
  - 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student’s truancy;
  - 7. That if the student continues to be truant, the parent and student may be subject to juvenile court proceedings under Minnesota Statutes section 260C;
  - 8. That if the student is subject to juvenile court proceedings, the student may be subject to suspension, restriction, or delay of the student’s driving privilege pursuant to Minnesota Statutes section 260C.201; and
  - 9. That it is recommended that the parent or guardian accompany the student to school and attend classes with the student for one day.

**VII. HABITUAL TRUANTS; DEFINITIONS AND REPORTING REQUIREMENTS**

- A. Elementary school. A habitual truant in elementary school means a student who is absent from attendance without lawful excuse for seven school days per school year.
- B. Middle school, junior high school or high school student under age 17. A habitual truant in middle school, junior high school or high school means a student who is absent from attendance without lawful excuse for one or more class periods on seven school days per school.

- C. 17 years old student. A habitual truant includes a student who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section.
- D. When the Success Academy Administrative Assistant learns of any case of habitual truancy or continued nonattendance of any student required to attend school the Success Academy Administrative Assistant must:
  - 1. Immediately notify the person having control of the student to send and keep the student in school.
  - 2. If the student's resident school district or Success Academy offers truancy programs and services the parents shall be notified of those programs and services.
  - 3. Attendance officers or other designated school officials must ensure that the notice required for a student who is a continuing truant is sent.
  - 4. Success Academy Administrative Assistant must act under the general supervision of the Executive Director.

***Legal References:*** Minn. Stat. §124E.10 (Charter School Law)  
Minn. Stat. §120A.22 (Compulsory Instruction)  
Minn. Stat. §120A.32 (Neglect of Duty)