

ATTENDANCE POLICY AND PROCEDURES

PHILOSOPHY- Blooming Prairie High School believes that providing a quality educational experience every day is essential to the total growth of the student. In order to receive this quality educational experience, the student needs to be present and actively engaged. The attendance policy is designed to emphasize this belief.

EXCESSIVE ABSENCES & TARDIES – Excessive absences from any class are not conducive to learning. Teachers will monitor absences and when a student has missed class a certain number of times, the student's participation grade will be affected. Students do have the right to talk to the teacher and discuss ways to make up work. An abnormal number of absences may reduce the grade in that class. Unexcused absences will mean an automatic reduction in the participation grade for that class. Teachers are directed to explain the attendance policy for their specific class at the beginning of each semester. It will be each teacher's responsibility to keep accurate student records of attendance and tardiness.

EXTRA-CURRICULAR EVENTS – If a student is absent any part of the school day without prior approval from the administration, the student will not be allowed to participate in any after-school event or practice. In the event of morning practices, if a student attends practice and then misses school, the coach will treat the absence as an unexcused absence at practice.

NOTIFICATION OF ATTENDANCE – Blooming Prairie High School students are required to be in attendance at school every day. If this is not possible, the parent/guardian must contact the school prior to 9:00 am on the day their son/daughter is absent from school at (507) 583-4426, option 1 or option 0 (zero); or by Emailing studentabsent@blossoms.k12.mn.us. If this is not done, the student may be considered unexcused and truancy policies will be applied. Upon returning to school following any form of absence, the student must report to the office to obtain an "Admission Slip". A note from the parent/guardian must also be presented at that time before an "Admission Slip" will be given. No student will be allowed into class after an absence without an "Admission Slip". For early dismissal or absences that are pre-approved, students must bring a note stating the purpose for the absence and when the absence will occur. Students then will be required to notify teachers of the absence. Students leaving early for any reason must report to the office and the parent/guardian must be notified. No student will be allowed to leave school without parent/guardian permission.

TARDY POLICY – The administration will deal with a student who is tardy first hour; every three (3) tardies equals one unexcused absence.

UNEXCUSED ABSENCES – Any absence that is unexcused (which means without parent/guardian permission) will initiate the truancy process. Consequences will occur for every unexcused absence.

- A. The first unexcused absence will result in one-half hour detention for each hour missed.
- B. The second and subsequent absences will result in one (1) hours of detention for each hour missed. This means a second day of truancy results in seven (7) hours of detention.
- C. **At Three (3) unexcused absences,**
 - a. letter is sent to student
 - b. In-school meeting set up with student and/or parent to discuss solutions to student's attendance issues.
- D. **At Five (5) unexcused absences:**
 - a. School will contact Stacey Zabel (SCAO) to schedule **Attendance Review Board (ARB)** hearing time and date.
 - b. School will send letter with ARB time/date to student/family
 - c. School will email Stacey Zabel at least **5 business days** before ARB copies of the following:
 - i. Referral form
 - ii. **All** attendance letters sent to families
 - iii. Current attendance record.
- E. **ARB**
 - a. School to call family to remind of ARB date day before
 - b. School to arrange for interpreter if needed
 - c. School to bring Action Plan to ARB with updated attendance record
 - d. School Principal, Social Worker/Counselor, Truancy Court Coordinator and Assistant County Attorney to attend ARB
 - e. Stacey Zabel to send copy of completed Action Plan to school, Truancy Court Coordinator, and family. The Steel County Attorney's Office will keep the original.
- F. **Cancelling ARB**
 - a. No ARB on Snow Days
 - b. School to call Stacey Zabel to reschedule ARB hearing time/date
- G. **7 unexcused absences after ARB:**
 - a. If a student is 12 years of age or older the school is to make a report to Minnesota Prairie County Alliance after the child has 7 unexcused absences, full or partial days. The school may also make a Truancy Court referral in addition to this report.
 - b. Notify Minnesota Prairie County Alliance Intake at
 - i. Phone: 507-431-5725
 - ii. Fax: 507-837-5330
 - iii. Email: Childprotection@MNPrarie.org
 - c. The student may be referred to the Steel County Truancy Court Program by the school after 7 unexcused absences, full or partial days. Send the Truancy Court referral form, updated attendance, and credit summary to Stacey Zabel. Done in addition to notifying Minnesota Prairie County Alliance

- i. Stacey Zabel will provide the Truancy Court referral form, ARB Action Plan, and updated attendance to the members of the Truancy Court Team, who meets every Wednesday.
 - ii. The Steele County Attorney's Office will notify the school of the team's decision and any future court dates.
 - d. If the student is not accepted into Truancy Court, considerations will also be made for filing an Educational Neglect CHIPS-Truancy Petition, or filing a probation violation if the student currently has conditions of probation which include attending school daily. Please report any continued concerns to the School Liaison Officer, the Steele County Attorney's Office and/or Minnesota Prairie County Alliance.
- H. Steele County Attorney's Office Contact Information:
 - a. Stacey Zabel, Legal Assistant
 - i. Phone: 507-444-7782
 - ii. Email: Stacey.Zabel@co.steele.mn.us
 - b. Sasha J. Henning, Assistant County Attorney (ARB Lead Attorney)
 - i. Phone: 507-444-7776
 - ii. Email: SashaZekoff@co.steele.mn.us
 - c. Dan McIntosh, County Attorney (ARB Lead Attorney)
 - i. Phone: 507-444-7776
 - ii. Email: SashaZekoff@co.steele.mn.us