



MPS Attendance Rules and Procedures, Expectations and Interventions
Regulations 5100 A (Rules and Procedures) 5100 B (Expectations and Interventions)
Full texts can be found at the District Online Policy Manual at
<http://policy.mpls.k12.mn.us/>

This is a summary of essential information for parents and students regarding attendance expectations, interventions, rules and procedures. For complete information see the online policy manual noted above.

Attendance Taking and Equivalency

Responsibility – Principals are responsible for making certain attendance decisions. They may delegate these decisions to an assistant principal or school social worker. Principals or their designees may excuse absences that for confidential reasons may not have one of the excusable reasons recorded when necessary to protect the privacy of the student or the student’s family. Teachers are responsible for taking attendance. **Elementary Students** – Attendance is taken daily. Partial day absences are generally recorded as half days. Tardiness is based on the school start time.

Secondary Students – Attendance is taken hourly. Tardiness is based on class times. Absence in one or more classes during the day is equivalent to a full day’s absence for the limited purpose of determining eligibility for co-curricular or extra-curricular activities.

Excused Absences – Types and Procedures

Students age eighteen and over (≥ 18) may provide their own written excuses for excusable absences. Parents may excuse a student from school by either sending a signed note with the student, calling the school attendance office, or supplying other required documentation.

Excusable absences (no prior notice required):

- Illness – If a student has three (3) or more days in a row due to illness, either a health professional note, or a conference with the school nurse is required for excuse. If a student has eight (8) or more absences accumulated during a school year due to illness, the same documentation is required to excuse the absences.
- Funeral Attendance – up to four days, but you may request a longer period from the principal if needed for travel or cultural observances.
- Family Emergency – up to three days accumulative in a school year. If the emergency is due to relocation or moving, it should be limited to one day.
- Transportation problems – when a scheduled bus stop was not made, or was made late, or the bus experienced mechanical failure.
- Transportation interruption – when the student’s relocation requires a new bus stop where none exists, and the parent is unable to transport the student to school, and the student lives within the attendance area for the school; or the student when the student is relocated and qualifies as homeless or highly mobile and a new stop is not immediately available.
- Extreme weather conditions – the parent may determine if the weather is too extreme for the student to attend school.
- Student appointments with health care providers or other professionals when the appointment cannot be made outside of school hours – the appointment must be verified in writing by the professional.

Excuseable absences (prior notice required):

- Religious observance.
- District recognized cultural observance (see district calendar for recognized cultural observances)
- Family activity – up to five (5) days in one school year. Notice must be ten (10) school days in advance of the first absence, missed schoolwork must be made up, the student must have shown adequate progress and attendance prior to the request; **no family activity absences will be approved during state-wide testing days.**
- Appearances in a court, or quasi-judicial meeting ordered by a court, when the meeting cannot be scheduled outside of school hours
- College visits – up to two days per school year
- Non-District competitions or events – documentation from the sponsor must accompany the request; missed schoolwork must be made up by the student.



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Changes in Entered Attendance Records

Excusable absences that do not require prior notice that have had unexcused absences recorded in the student's record may be changed if the parent or adult student provides the necessary written excuse or required documentation within three (3) school weeks (holidays and release days included). Only the principal or the order of a court can excuse an entered unexcused absence after that period.

Appeals from Attendance Decisions

Parents or adult students may appeal an attendance decision made by the principal or the principal's designee to the appropriate associate superintendent. Decisions of Associate Superintendent are appealed to the Superintendent of Schools. Decisions of the Superintendent of Schools are appealed to the Board of Directors. All appeals must be in writing and submitted no more than ten (10) days of the receipt of the decision being appealed.

Tardiness

Students are expected to be on time and in class ninety-five (95%) of the time. Individual schools may establish their own local rules and procedures to address tardiness. School rules and procedures must be consistent with District policy and values. Suspension or removal from instruction **may not** be used as a consequence for tardiness.

Interventions

Teachers shall provide an opportunity for students to make up work missed due to **excused** absences. Teachers may establish a reasonable limit of time to make up work missed. Teachers may allow students to make up work missed during an unexcused absence but are not required to do so. Attendance alone cannot be used to determine whether or not a student is making adequate academic progress. Absence, whether excused or unexcused, **may not** be used to reduce a grade earned through school work. Schools must intervene when attendance issues intervene with student academic success, or when three unexcused absences have occurred in one school year. Excessive absences must be reported to law enforcement authorities.