

Parnassus Preparatory School

Executive Limitations Policies Group

Board Approved 6/6/2018
Revised 9/14/21

ATTENDANCE POLICY – EXEC 503

I. PURPOSE

The purpose of this policy is to establish the attendance guidelines for all students at Parnassus Preparatory School (Parnassus).

II. GENERAL STATEMENT OF POLICY

It is the responsibility of the school to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and intellectual achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the school will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Parnassus' students and their families take responsibility for knowing and following the Attendance Policy.

III. GENERAL GUIDELINES FOR ATTENDANCE

- A. Parnassus will establish guidelines for the number of allowed absences (both excused and unexcused) for each semester course. For students in the School of Rhetoric (SOR), if a student exceeds the allowed excused or unexcused absences per semester, currently set at ten days, he/she may lose credit at the discretion of the Principal. Consequences for the Schools of Grammar (SOG) and Logic (SOL) students will be at the discretion of the Principal.
- B. Parnassus expects students and their parent(s)/guardian to take responsibility for knowing and following the Attendance Policy.
- C. All students regardless of age must have absences excused by the parent(s)/guardian if the student lives at home.
- D. Parnassus is a closed campus. Schools of Grammar and Logic students and School of Rhetoric First Level through Third Level (1R-3R) students may not leave campus during the student's school day. Leaving campus will be considered an off-campus violation.
- E. Fourth Level Rhetoric (4R) students will be issued a semester off-campus lunch pass upon the return of a signed parent(s)/guardian permission form. A new form must be completed each semester. If the student does not remain in good standing, the pass may be revoked. Specifics related to good standing are listed in the Student Handbook.

IV. STUDENT RESPONSIBILITIES

- A. It is the responsibility of each student to:

1. Attend all classes on a daily basis.
2. Monitor the total number of absences in each course. Report any errors to the teacher of the course.
3. Monitor the total number of school authorized absences.
4. Attend every class that is considered to be his/her “official” and “current” schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the Principal has provided a new “official” schedule, students are expected to attend each of the classes on their schedules. Failure to do so will constitute an unexcused absence.
5. Follow all check-in and check-out procedures.
6. Contact teacher to arrange make-up work.
7. Ensure that a teacher changes the absence notation to a tardy (within the first seven (7) minutes,) if a student is late to class.

V. PARENT(S)/GUARDIAN RESPONSIBILITIES

A. It is the responsibility of each student’s parent(s)/guardian to:

1. Ensure that the student is attending school.
2. Monitor the total number of absences in each course. Report any errors to the teacher of the course.
3. Inform the main office when a student will be absent. Parent(s)/guardian must call in excused absences within 24 hours of the student’s return to school. Following 24 hours all absences will stand as unexcused. All students, regardless of age, must have an absence excused by a parent/guardian if the student lives at home.
4. Schedule appointments before or after school.
5. Schedule family vacations during official school breaks and summer vacation.
6. Work cooperatively with the school and the student to resolve any attendance problems that may arise.
7. Parents must complete the Extended Absence Request form for absences that exceeds two days.

8. Communicate and discuss with their child the Parnassus Attendance Policy.
9. Contact the Parnassus Health Office for assistance if the student has any long- term or chronic health conditions that may result in frequent absences from school.

VI. TEACHER RESPONSIBILITY

A. It is each teacher’s responsibility to:

1. Take accurate daily attendance within the first three minutes of each class for the Schools of Logic and Rhetoric. Take accurate daily attendance for the School of Grammar.
2. Be familiar with and responsible for all procedures governing attendance.
3. Provide any student who has been absent with any missed class work/assessments upon request.
4. Communicate procedures for tardies to students and parents/guardian verbally and in writing at the beginning of each semester.
5. Provide homework to the Office upon request.

VII. ADMINSTRATOR RESPONSIBILITIES

A. It is each administrator’s responsibility (or administrative designee) to:

1. Require students to attend all classes as stated in Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction, Law Minn. Stat. 120.101.
2. Be familiar with all procedures governing attendance.
3. Maintain accurate records on student attendance.
4. Prepare a list of the previous day’s absences stating the status of each absence.
5. Ensure that parent(s)/guardian receive a phone call after each unexcused absence.
6. Ensure that parent(s)/guardian and students receive timely communication of all absences.
7. Communicate to and/or meet with the student when he/she reaches each absence threshold in a semester course.
8. Inform parent(s)/guardian when a student is dropped from a course and a loss of credit is awarded due to excessive absences.

VIII. GUIDELINES AND CATEGORIES FOR EXCUSED ABSENCES

- A. The following absences will appear on the student’s attendance record as an “Excused.” An accumulation of ten excused/unexcused absences in a semester course may result in the loss of

credit in SOR, and consequences at the discretion of the principal for SOG, SOL students.

1. College visits (on/off campus)
2. Driver's license examination (not the permit test)
3. Family emergency
4. Illness
5. Visit to the nurse's office
6. Pre-arranged excused absences for student participation in non-school competition and performance activities
7. Pre-arranged family vacations
8. Professional appointments that cannot be scheduled outside of the school day
9. Spectators at state/regional competitions: student spectators must have parent(s)/guardian approval and follow all attendance policy procedures.

IX. GUIDELINES AND CATEGORIES FOR UNEXCUSED ABSENCES

- A. The following are examples of absences that will not be excused and will appear on the student's attendance record as "Unexcused." An accumulation of five unexcused absences in a semester course may result in the loss of credit in SOR. SOG and SOL consequences will be at the discretion of the Principal.
 1. Any absence in which a student and/or parent(s)/guardian fails to comply with Parnassus reporting attendance procedures.
 2. Student employment
 3. Non-prearranged family vacations
 4. Missed bus
 5. Overslept
 6. Tardy to class more than seven (7) minutes
 7. Truancy

X. GUIDELINES AND CATEGORIES FOR SCHOOL AUTHORIZED ABSENCES

- A. These absences need to be excused at the time of the absence. The following absences will appear on the student's attendance record as a separate code. These absences will not count toward the loss of credit in a semester course.

1. Ceremonies in which the student is being honored or presented with an award
2. Chronic Illness
3. Court-ordered appearances
4. Death in the student's immediate family or of a close friend relative
5. Fieldtrips
6. Illness in student's immediate family (documentation required by medical personnel)
7. Interscholastic meets and event
8. Musical sectionals
9. Religious holidays and/or instruction
10. Student government and related activities
11. Suspension
12. Verified meeting conducted with school personnel

XI. CONSEQUENCES AND NOTIFICATIONS FOR UNEXCUSED ABSENCES

A. The following steps will be taken with students with unexcused absences:

1. First unexcused per semester:
 - a. Parent(s)/guardian will receive a phone call/email informing them of the unexcused absence.
2. Second unexcused absence per semester:
 - a. Student will receive notification from the school of the unexcused absence and the required detention. There will be a conversation with staff regarding the consequences of unexcused absences.
 - b. Parent(s)/guardian will receive a phone call/email informing them of the unexcused absence.
 - c. A letter will be sent to the student and his/her parent(s)/guardian informing them of the number of absences and the school policy. For SOL and SOR students the letter will also include the number of absences from the course.
3. Third unexcused absence per semester:
 - a. Student will receive notification from school of the unexcused absence and the required detention.
 - b. Parent(s)/guardian will receive a phone call/email informing them of the unexcused absence.
 - c. A letter will be sent to the student and his/her parent(s)/guardian informing them of the number of absences and the school policy. For SOL and SOR students the letter will also include the number of absences from the course.
 - d. A conference will take place with a principal or administrative designee and the SOR student resulting in a signed contract expressing full understanding that student may be dropped from the course upon the next unexcused absence and may receive a loss of credit.

4. Fourth unexcused absence per semester:
 - a. School of Rhetoric students will most likely be dropped from the course and will receive a loss of credit. The student has the right to appeal the decision to the Principal within 5 days.
 - b. Parent(s)/guardian of SOR students will receive a letter informing them of the loss of credit.
 - c. A letter will be sent to the SOG and SOL student and his/her parent(s)/guardian informing them of the number of absences and the school policy.
 - d. The SOR student's official transcript for the dropped course will reflect a "W" (withdrawal from course.)
 - e. SOG and SOL students' consequences will be at the discretion of the Principal.
5. The administration will determine the number of detention hours to be assigned per unexcused absence.

XII. CONSEQUENCES AND NOTIFICATIONS FOR EXCUSED/UNEXCUSED ABSENCES

- A. The following steps will be taken with students with a combination of excused/unexcused absences:
 1. Seventh absence for a semester SOR course:
 - a. Student and parent(s)/guardian will receive a letter/and/or email informing them of the number of absences from the course and the school policy.
 2. Ninth absence for a SOR semester course:
 - a. Student and parent(s)/guardian will receive a letter/and/or email informing them of the number of absences from the course and the school policy.
 - b. A conference will take place with a principal or administrative designee and the student resulting in a signed contract expressing full understanding that student may be dropped from the course upon the next excused or unexcused absence and receive a loss of credit. A copy of the contract will be sent to the student's parent(s)/guardian.
 3. Tenth absence for a SOR semester course:
 - a. School of Rhetoric students will most likely be dropped from the course and receive a loss of credit. The student has the right to appeal to the Principal the decision within 5 days.
 - b. Parent(s)/guardian will receive a letter informing them of the loss of credit.
 - c. The student's official transcript for the dropped course will reflect a "W" (withdrawal from course.)

XIII. GUIDELINES FOR MAKE-UP WORK DUE TO ABSENCES

- A. The student is responsible for requesting make-up work regardless of absence classification.
- B. Upon the student's return to school, a maximum of one more day than the total number of absences will be allowed for make-up work. Additional days for make-up work are at the discretion of each teacher.
- C. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

- D. Previously announced assignments or assessments must be turned in or taken on the day of the student's return to school. If extenuating circumstances exist, the teacher may grant additional make-up time.
- E. An administrative conference will be held with students who exhibit a pattern of unexcused absences on assessments days.

Extended Absences:

Upon a student's return from an extended absence the Principal will notify the faculty when the first day assignments are due for the student will be. A copy of the information given to the faculty will be given to the student and/or parent, depending on the grade of the student.

Open Building Times

In order to keep our students safe, Parnassus has prescribed open building hours for the regular school day. There may be exceptions for special events, but the open building policy is as follows:

- Students in the Animus or Accendo before school programs may enter the building at 7:00 am
- The building is open to all students at 7:45 am. Students not in the Animus or Accendo school programs may not enter the building before 7:45 am without prior permission from a teacher or staff member
- School Day begins at 8:00 am (all 3 schools)
- Students must be picked up by 3:45 pm if not in the Animus or Accendo after school programs

Students in the Animus or Accendo school programs must be picked up by 6:00 pm. A late pickup fee of \$1.00 per minute per child will be charged after 6:00 pm. All students who have not been picked up by 3:45 pm will be placed in the Animus or Accendo after school program by the school secretary after a call has been placed to the parent or guardian. Parents or guardians are responsible for the program drop-in fees when a student is not picked up by 3:45.

Students whose parents call ahead to notify the office that they will be picking up their children later than 3:45pm will also be placed in the Animus or Accendo school program. Parents or guardians are responsible for the program drop-in fees.

XIV. GENERAL GUIDELINES FOR TARDIES.

- A. Students are expected to be in their assigned areas at designated times. Students who arrive to class after the classroom bell has sounded are considered tardy. However, students arriving after seven (7) minutes will be considered absent (unexcused.)
- B. Students will follow school procedures for tardies.

XV. PROCESS FOR APPEALING LOSS OF CREDIT

- A. The School of Rhetoric Principal will review the appeal and make a decision. A student wishing to appeal must notify the Principal in writing with supporting documentation to the main office no later than five school days following the notification of a loss of credit from a course. The student must continue in the course until the outcome of the appeal is determined.

XVI. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parent(s)/guardian at the commencement of each school year. This policy shall also be available upon request in the principal's office.

XVII. REQUIRED REPORTING

- A. Continuing Truant: Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat 120.101 and is absent from instruction in a school. As defined in Minn. Stat. 120.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school, junior high school or high school.
- B. Habitual Truant: A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, or high school.
 - 1. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

XVIII. STUDENT LEAVE OF ABSENCE

- A. Occasionally, family circumstances may necessitate that a student be absent from school for a period exceeding fifteen days. This may occur in cases such as a parent or guardian having the opportunity to work or study outside of the state or country for a limited time, for example. To support families in situations that require an extended absence from school, parents or guardians may request a Student Leave of Absence for their children for a specified period and for the students to be re-enrolled at Parnassus upon their return.
- B. Procedure for requesting a Student Leave of Absence:
 - 1. To request a leave of absence and qualify for re-enrollment, the parents or guardians of the affected student must request the long-term leave, in writing, from the Executive Director or his or her designee.
 - 2. The request must be presented at least two weeks before the start of the long-term leave, giving the beginning and end dates of the student's leave from Parnassus Preparatory School as well as the reason and documentation for the long-term leave of absence.
 - 3. If the leave of absence is approved, the end date on the student's enrollment record will reflect the last day of the student's positive physical attendance at Parnassus.
 - 4. The Executive Director or designee has the sole authority to approve or not to approve a request for a student leave of absence. The decision of the Executive Director or designee is final.

C. Re-Enrollment After a Student Leave of Absence:

1. Before a student may be re-enrolled after an approved leave of absence, the parents or guardians of the student will meet with the Executive Director or designee to discuss a re-entry date, schedule, and grade or class placement. This meeting must occur at least one week before the student's re-enrollment start date.
2. Once the student returns to Parnassus, the teachers, administration, and family of the student will work together to decide how to best serve the student.

D. Conditions and Limits on a Student Leave of Absence:

1. Students may not miss more than the equivalent of one school year.
2. The days on leave must be consecutive.
3. Only currently enrolled students are eligible to request a leave of absence.
4. The leave of absence is not intended for students with extended consecutive absences due to severe illness or injury, or those students who are temporarily placed in a residential treatment program; those families should instead work with their child's principal regarding home-bound instruction or instruction in the residential treatment setting.
5. Parnassus assumes no responsibility for providing work or materials for the student while the student is on a leave of absence from the school.
6. Long-term leave does not exclude a student from repeating a course or grade level.
7. Students are not guaranteed the same grade level or classroom placement when returning from a leave of absence.
8. School of Rhetoric students taking a leave of absence will not be exempted from any graduation requirements.
9. School of Rhetoric students will not receive credit for any courses that are incomplete or in progress at the start of the leave of absence.
10. School of Rhetoric students are advised that courses taken at other schools while on the leave of absence may not meet Parnassus' graduation requirements.