POLICY 503 – ATTENDANCE AND CLOSED CAMPUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

It is the responsibility of the School to the community that all stakeholders will work to challenge and support students in the pursuit of their highest levels of academic and intellectual achievement. Regular school attendance is directly related to academic success, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of each student.

The purpose of this policy is to encourage regular school attendance and to establish a clear system for student attendance. 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 AND CLOSED CAMPUS

a. Parnassus will establish guidelines for the number of allowed absences (both excused and unexcused) for each school year and all credit-bearing courses in the Schools of Logic and Rhetoric.
b. All students, regardless of age, must have absences excused by a parent or guardian if the student lives at home.
c. Parnassus is a closed campus. As a closed campus, the School has designated open building hours for the regular school day. There may be exceptions for special events and for extracurricular activities, but the open building policy is as follows:
    i. The school day for all students is 8:00am to 3:02pm.
    ii. The building is open to all students beginning at 7:45am.
    iii. Students in the Before School Animus & Accendo programs may enter the building beginning at 7:00am, but must be signed in by a parent or guardian.
    iv. Students must be picked up by 3:15pm if not in the Animus & Accendo after-school programs or participating in an approved after-school activity. Procedures for students not picked up by 3:15 will be included in the School's Student and Parent/Guardian Handbook.
d. Schools of Grammar and Logic students and students in the First Level through Third Level Rhetoric (1R-3R) may not leave campus at any time between their arrival at school and when they are dismissed to their mode of transportation, unless they are signed out by a parent, guardian, or authorized individual. Leaving campus will be considered an off-campus violation.
e. Fourth Level Rhetoric (4R) students may be issued a semester off-campus lunch pass upon the return of a signed permission form. If the student does not remain in good standing, the pass may be revoked. Specifics related to good standing and other procedures for off-campus lunch are listed in the Student Handbook.

IV. RESPONSIBILITIES

1. Student's Responsibility
    1. It is the student's right to be in school. It is also the student's responsibility to:
        1. Attend all assigned classes and study halls every day that school is in session
        2. Be aware of and follow the correct procedures when absent from an assigned class or study hall.
        3. Request any missed assignments due to an absence.
2. Parent or Guardian's Responsibility

    It is the responsibility of the student's parent or guardian to:
    1. Ensure the student is attending school.
    2. Inform the School in the event of a student absence. Parent(s)/guardian must call in excused absences within 24 hours of the student's return to school. After 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.
    3. Work cooperatively with the school and the student to solve any attendance problems that may arise.
    4. Schedule appointments before or after school.
    5. Schedule family vacations during official School breaks and summer vacation.
    6. Parents must complete the Extended Absence Request form for absences that exceed two days.
    7. Provide written documentation from a licensed healthcare provider for any absences due to illness longer than three (3) days.
    8. Contact Parnassus Health Services for assistance if the student has any long-term or chronic health conditions that may result in frequent absences from school.

3. Teacher's Responsibility

    It is the teacher's responsibility to
        1. Take daily attendance promptly at the start of each school day for the School of Grammar and at the start of each class period for the Schools of Logic and Rhetoric.
        2. Change an absence notation to a tardy if a student arrives late to class. After a student is more than seven (7) minutes late to class, the tardy will be counted as an unexcused absence.
        3. Maintain accurate attendance records in each assigned class and study hall.
        4. Be familiar with all procedures governing attendance and apply these procedures uniformly.
        5. Provide any student who has been absent with any missed assignments upon their return to school. Teachers are not required to provide homework or assignments in advance of a scheduled absence.
        6. In the Schools of Logic and Rhetoric, communicate procedures for tardies to students, parents, and guardians, verbally and in writing at the beginning of each semester.

7. Work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the responsibility of school administrators and their designees to:

1. Require students to attend all assigned classes and study halls.
    A. In accordance with the Minnesota Compulsory Instruction Law, Minnesota. Statutes, section 120A.22, the students of the charter school are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and charter school standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
2. Be familiar with all policies and procedures governing attendance and apply these procedures uniformly to all students.
3. Maintain accurate records on student attendance, and prepare a list of the previous day's absences stating the status of each.
4. Ensure that parents, guardians, and students receive timely communication of all absences.
5. Ensure that parents and guardians receive a phone call after each unexcused student absence.
6. Communicate and meet with the student when they reach the maximum absence threshold in a course in the School of Logic or Rhetoric.
7. Inform parents and guardians when a student is dropped from a course and loses credit due to excessive absences.
8. Inform the student's parents or guardians of the student's attendance and work cooperatively with them and the student to solve attendance problems.

V. ATTENDANCE PROCEDURES

Attendance procedures shall be presented to the Board of Directors for review and approval. When approved by the Board, the attendance procedures will be published in the Parnassus Student and Parent/Guardian Handbook.

A. Excused Absences
    a. To be considered an excused absence, the student's parent or legal guardian may be asked 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.
    b. Legitimate Exceptions
        1. the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
            a. child illness, medical, dental, orthodontic, or counseling appointments, including appointments conducted through telehealth
            b. family emergencies;
            c. the death or serious illness or funeral of an immediate family member;

d. active duty in any military branch of the United States;
e. the child has a condition that requires ongoing treatment for a mental health diagnosis; or
f. other exemptions included in this attendance policy

2. that the child has already completed state and charter school standards required for graduation from high school;
3. that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.
4. Other exemptions:
    a. Pre-arranged college visits (on or off campus)
    b. Driver's license examination or permit test
    c. Visit to the school offices for health services
    d. Pre-arranged absences for student participation in non-school competition and performance activities, unless the student has already accumulated ten absences or the equivalent
    e. Pre-arranged family vacations, unless the student has already accumulated ten absences or the equivalent
    f. Inclement weather that prevents a students' safe transportation to and from school
    g. Court appearances occasioned by family or personal action.
    h. Other situations at the discretion of the Executive Director or designee.

c. Consequences of Excused Absences
    1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
    2. Work missed because of absence must be made up within the specified time from the date of the student's return to school. The amount of time given to complete assignments missed due to an excused absence shall be equal to the number of days absent plus one. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the Principal, their designee, or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

B. Unexcused Absences
    a. The following are examples of absences which will not be excused:
        1. Truancy. An absence by a student which was not approved by the parent and the School.
        2. Any absence in which the student failed to comply with any reporting requirements of the School's attendance procedures.

3. Work at home.
4. Work at a business, except under a School-sponsored work release program.
5. Family vacations that have not been pre-arranged with the school, or vacations that cause the student to exceed the maximum threshold of ten absences.
6. Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
7. Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences
    1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
    2. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences for the purposes of truancy reporting.
    3. In cases of recurring unexcused absences, the School may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
    4. Students with unexcused absences shall be subject to discipline in the following manner:
        a. In the School of Grammar
            i. For the first and second unexcused absence in the academic year:
                1. The students' parents or guardians will be notified via phone and in writing informing them of the unexcused absence.
                2. Additional consequences, such as lunch detention, are at the discretion of the Principal.
            ii. Upon the third unexcused absence in the academic year:
                1. In addition to the phone and written notification, the student's parents or guardians will receive a truancy warning letter informing them of the number of absences and the school policy.
                2. The Principals may elect to require a conference with the student's parents or guardians.
                3. Additional consequences, such as lunch detention, are at the discretion of the Principal.
            iii. Upon the fourth unexcused absence:
                1. In addition to the phone and written notification, the student's parents or guardians will receive a truancy warning letter informing them of the number of absences and the school policy.
                2. The students' parents or guardians will be required to meet with the Principal.
                3. Additional consequences, such as lunch detention, are at the discretion of the Principal.

iv. Any additional unexcused absences will be addressed with consequences at the discretion of the Executive Director or designee.

b. In the Schools of Logic and Rhetoric
   i. For the first unexcused absence in an academic term:
      1. The student's parents or guardians will receive a phone call and email informing them of the unexcused absence.
      2. Any additional consequences, such as detention, are at the discretion of the Principal.
   ii. After the second unexcused absence in an academic term:
      1. The student's parents or guardians will receive a phone call and email informing them of the unexcused absence.
      2. The student will have a conversation with a Principal or designee regarding the consequences of unexcused absences.
      3. Any additional consequences, such as detention, are at the discretion of the Principal.
      4. A letter will be sent to the student and their parents or guardians informing them of the number of absences and the school policy.
   iii. After the third unexcused absence in an academic term:
      1. The student's parents or guardians will receive a phone call and email informing them of the unexcused absence.
      2. A truancy warning letter will be sent to the student and their parents or guardians informing them of the number of absences and the school policy.
      3. A conference will take place with a Principal or administrative designee, the student, and the student's parents or guardians, resulting in a signed contract expressing full understanding that the student may be dropped from the course upon the next unexcused absence. The student and their parents or guardians will receive formal notice that the student may receive a loss of credit for School of Rhetoric courses as well as mathematics or other classes in the School of Logic that earn graduation credit.
   iv. Any additional unexcused absences will be addressed with consequences at the discretion of the Executive Director or designee.

5. After receiving notification of an unexcused absence, the student or their parent or guardian may, within a reasonable time, request a conference

with the appropriate School administrator regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

6. The School administration will determine the number of detention hours, if any, to be assigned per unexcused absence.
7. If the result of a loss of credit has the effect of an expulsion, the charter school will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

C. Maximum Allowable Absences
   a. A student may not accumulate more than ten excused absences in an academic year. Any absences beyond ten days may be counted as unexcused.
   b. Any combination of excused and unexcused absences exceeding seven (7) days in a semester may result, at the discretion of the Executive Director or designee, in loss of credit for the semester for a School of Rhetoric course, or an equivalent course in the School of Logic that earns graduation credit.
   c. Students who will be absent for a period exceeding 15 days and who wish to remain enrolled at Parnassus must complete a Leave of Absence request as outlined in section VII.

D. Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

1. Procedures for Reporting Tardiness
   a. Students tardy at the start of school must report to the school office for an admission slip.
   b. Tardiness between periods will be handled by the teacher.

2. Excused Tardiness
   a. Valid excuses for tardiness are:
      i. All legitimate exceptions for absences as outlined in Section V, Part A.
      ii. Religious observances as outlined in Part VI.
      iii. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
3. Unexcused Tardiness
   a. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.
   b. Consequences of tardiness, including detention, are at the discretion of the Principal. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

E. Participation in Extracurricular Activities
   1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any School-sponsored on-the-job training programs.
   2. School-initiated absences will be accepted and participation permitted.
   3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
   4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the appropriate Principal or administration designee before the student participates in the activity or program.
6. Students with excused absences from school due to non-medical reasons may participate at the discretion of the Principal or designee.

VI. RELIGIOUS OBSERVANCE ACCOMMODATIONS

Reasonable efforts will be made by the School to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

VII. 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:
    a. 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 their designee.
    b. 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.
    c. 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.
    d. 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:
    a. 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.
    b. 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:
    a. Students may not miss more than the equivalent of one school year.
    b. The days on leave must be consecutive.
    c. Only currently enrolled students are eligible to request a leave of absence.
    d. 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.

e. Parnassus assumes no responsibility for providing work or materials for the student while the student is on a leave of absence from the school.
f. Long-term leave does not exclude a student from repeating a course or grade level.
g. Students are not guaranteed the same grade level or classroom placement when returning from a leave of absence.
h. School of Rhetoric students taking a leave of absence will not be exempted from any graduation requirements.
i. 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.
j. School of Rhetoric students are advised that courses taken at other schools while on the leave of absence may not meet Parnassus' graduation requirements.

VIII. DISSEMINATION OF POLICY

1. This policy shall be made available to all students, parents, and guardians via the School website and in Student and Parent/Family Handbook that is disseminated at the start of the school year. The policy shall also be available upon request in each school office.
2. The School will provide annual notice to parents of the School's policy relating to a student's absence from school for religious observance in the Student and Parent/Family Handbook that is disseminated at the start of the school year.

IX. REQUIRED REPORTING

A. Continuing Truant
   a. Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:
      1. Three days if the child is in elementary school; or
      2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility
   a. When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the School attendance officer or other designated official shall notify the student's parent or legal guardian, by first-class mail or other reasonable means, of the following:
      i. That the child is truant;
      ii. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
      iii. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
      iv. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;

v. That alternative educational programs and services may be available in the child's enrolling or resident district;
vi. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
vii. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
viii. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
ix. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant
   a. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age 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.

D. The appropriate School attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References:
1. Minn. Stat. § 120A.05 (Definitions)
2. Minn. Stat. § 120A.22 (Compulsory Instruction)
3. Minn. Stat. § 120A.24 (Reporting)
4. Minn. Stat. § 120A.26 (Enforcement and Prosecution)
5. Minn. Stat. § 120A.34 (Violations; Penalties)
6. Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
7. Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
8. Minn. Stat. § 124E.03, Subd. 2(g) and (j) (Applicable Law)
9. Minn. Stat. § 260A.02 (Definitions)
10. Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
11. Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
12. Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

Cross References:
Policy 506 (Student Discipline)