

## New City School

1500 6<sup>th</sup> Street NE, Minneapolis, MN 55413

Phone 612-623-3308 Fax 612-623-3319

www.newcitycharterschool.org



## Attendance Policy

### Reason for Policy

New City School recognizes that daily attendance is critical for learning. A student who is absent cannot benefit from our instruction. Our work of developing able citizens is thwarted. We work with students and families to support regular school attendance and improve academic and social achievement. Please call for assistance or questions about the attendance policy. Thanks for your efforts in having your child in school!

### Policy Statement

1. Minnesota Law: Minnesota law states that all students are required to attend school from age 7, or when they enroll in kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents or guardians and the student.
2. Excused Absences
  - **Health Care Appointments** - Whenever possible, please schedule health care appointments (i.e. medical, mental health, dental, etc.) before or after school. If you must schedule an appointment during school, the appointment will be excused only upon receiving a written note from the parent or guardian.
  - **Illness** - Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. Additional absences due to illness may be excused only if you have developed a plan with the school nurse or you provide a written note from your child's health care provider.
  - **School Bus Problems** - If your child misses school because the bus was late or did not show up at the bus stop, you must report this to the school that morning.
  - **Religious Holidays/Cultural Observances** - If your child will be gone due to a religious holiday or cultural observance, you must notify the school in advance.
  - **Funeral** - Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get written approval for additional excused time from a teacher, social worker, or principal.
  - **Family Emergency** - Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get written approval for additional excused time from a social worker or principal.
  - **Family Activity** - A student may be gone up to 5 days from school for a preapproved family activity. To get pre-approved from the school, you must do the following:
    - At least 10 days before leaving, request permission from the school for your child to be gone for a family activity.
    - Before leaving, get your child's homework and agree that your child will finish the homework.

- Make sure that your student will not be gone for important tests like the MCA or ACT Aspire.
- Before leaving, get written approval from the principal.

## 1.0 Procedures

**1.1** 8:30am-10:45am – Office Administrator checks attendance line emails and attendance line voicemails to mark students’ pending absences as “excused” in Alma and JMC.

**1.2** 10:30am – K-5 teachers take class attendance and 6-8 teachers take first period attendance in Alma and JMC.

1.2.1 On irregular school days (e.g. All School Meeting beginning at 10:25am) when students and teachers are not in their normal beginning-of-day location, teachers should take attendance by communicating (verbally or via text) absences to Office Administrator. Office Administrator will enter attendance into Alma and JMC.

1.2.2 (Check if the attendance office does not receive attendance from a teacher by \_\_\_\_ they will\_\_\_\_)

**1.3** 10:45am-11:00am – Office Administrator verifies with East Campus Coordinator to make sure any unexcused absences are legitimate and not the result of a late drop-off or other attendance error (e.g. student was in the bathroom during attendance taking).

**1.4** 11:00am – Office Administrator sends out Parent Notification Robo Call through the Alma attendance system to any families whose students are still marked Absent (Unexcused). The Robo Call will be sent to all listed parent/guardian contacts through their preferred means (call/text/email) as selected in their Alma profile settings.

**1.5** Should there be an outstanding circumstance (e.g. late busses) Robo Calls will be sent as close to 11:00am as possible while still ensuring all classes are able to take full and accurate attendance reports.

1.5.1 Attendance calls will come from one of the following phone numbers:

- 503-946-5333
- 503-946-5323
- 503-946-5221
- 503-946-5267
- 503-946-5167
- 503-946-5332
- 503-946-5306
- 503-946-5240
- 503-946-5186

- 503-946-5154

**1.6** 11:15am – School Coordinator confirms with Office Administrator that Robo Calls were sent. School Coordinator also verifies via daily Alma Parent Notification log (see redacted example below).

**1.6.1** If the School Coordinator does not hear from office administrator by \_\_\_\_ they will \_\_\_\_

Name	Grade Level	Code	Notes	Parent Notification
[REDACTED]	K	Absent (Unexcused)		AD Davis, Ashley 03/1/2018 11:05 am

**1.6.2** 11:30am – Principal confirms via Alma Parent Notification log that attendance calls have been made.

## 2.0 Order of Succession & Monthly Check

- If Office Administrator is ill/absent, School Coordinator assumes attendance check responsibilities (as outlined above). Principal makes initial 11:15am verification.
- If Office Administrator *and* School Coordinator are ill/absent, (the east campus coordinator will be made aware of the situation and as the interim check) The Principal assumes attendance check responsibilities (as outlined above) and communicates all tasks performed to East Campus Coordinator upon their completion.
- Once per trimester, with the permission of the parent/guardian, a student will be (inaccurately) marked as absent unexcused without notifying the Office Administrator. This will serve as a test to the above procedures. The student's attendance will later be corrected.

**Adopted by the NCS Board of Directors, April 18, 2018**