

TonkaOnline

Attendance Guidelines and Procedures K-5

ATTENDANCE

Part of your child's responsibility as a student is to attend school whenever he or she is healthy. For the sake of your child's education, please schedule family trips and medical appointments outside of school time if at all possible. The principal and/or coordinator will contact parents when absenteeism becomes excessive.

Reporting Student Absences:

If your child is absent from school, please take the following steps.

1. Call the 24 hour attendance line at 952-283-8127 prior to the start of school. Report the student's name (please spell the last name), grade, teacher's name, the reason for absence and length of absence. Your cooperation helps us be sure of the safety and whereabouts of each of our children.
2. If we do not hear from you and your student is absent, our attendance staff will attempt to telephone you at home or at work. They may leave a message.
3. If you know of a future absence for your student(s), you can complete an absence request in Skyward by following the steps below:
 1. Go to Skyward and click on Attendance from the left column.
 2. From Attendance, click on Enter Absent Request.
 3. From here, each of your children will be listed. Click on Add Request for the child you are entering an absence for.
 4. Enter Start Date-Time, End Date-Time and the Reason and optional Comments.

Please submit prior to the absence in order to have up to a yearly total of 5 days accepted as an excused absence.

4. If a short-term family emergency arises and you cannot arrange for prior approval, the absence is unexcused but should not cause a truancy report provided the student attends school regularly.

5. If a student comes to school after the start of the school day, the student is marked tardy for the morning. Attendance will also be taken again in the afternoon.

Attendance Policies: Schools are required to keep daily attendance on all students and hourly attendance records on secondary students. This data is submitted to the state as part of the Compulsory Instruction law. Schools are required to inform parents of what absences are excused and which absences are not excused. The law indicated that excused absences include medical and religious reasons as well as completion of the Graduation Rule requirements. Schools are required to make reports of child neglect and or truancy to government agencies for students with 9 or more unexcused absences per year.

It is our intention to work cooperatively with families to document the reasons for a student's absence. We know that families value other reasons beyond illness and emergencies, including vacations and celebrations. To that end, we established a process to allow up to a total of five days of family activities/vacations to be documented as an excused absence provided the parent/guardian complete a school form requesting prior approval from the principal for such absences.

Attendance Guidelines and Procedures 6-8

Excerpts from Policy #502: We believe that regular attendance in school and being in class on time are important factors in determining a student's success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency and responsibility and have more success academically.

Student's Responsibilities

It is the student's responsibility to:

1. attend all assigned classes and other instructional activities on time every day that school is in session;
2. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
3. request any missed assignments due to an absence; and complete assigned work in a timely manner.

School authorized excused absences

- a. Approved field trips
- b. Interscholastic athletic and fine arts competitions and events
- c. Student recognition/awards ceremonies
- d. Suspension from class or school
- e. Other activities as approved by the school

Note: Excused absences due to Vacation and Personal Family reasons, are limited to 5 days per school year.

Unexcused Absences: These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:

1. Class “cuts” or “skips”.
2. Leaving school premises without authorization from the attendance office or the principals’ offices.
3. Family trips/vacations for which NO PRIOR arrangements have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

To view the entire District Policy #502 (Student Attendance and Truancy), visit:

<http://www.minnetonkaschools.org/uploaded/Documents/Policy/502.pdf>

K-8 Expectations

Teachers may require students to be present in their Google Meet during part or all of a class period. What does being present look like for Tonka Online students?

Teachers need verification that students are present and ready for learning. They are able to do this in the following ways:

- Initial check in at beginning of synchronous classes via video, voice, or chat
- End of class check for synchronous classes via video, voice, or chat
- Asynchronous check in not tied to a learning target (ie: exit ticket, discussion board post, etc.)

Before students leave synchronous classes for quick breaks (bathroom, home issue, etc.):

- They must tell the teacher BEFORE leaving that they need to step away with an expected return time–no reason needed for privacy.
- If the teacher has concerns about length of time or frequency of breaks, they will contact the student privately, and if problems persist, teachers will work with the counselor and coordinator to help resolve any issues.
- Teachers will discuss with students when it is and isn’t appropriate to leave the Meets (not during brief instructions, during a presentation, etc).

When students stop engaging:

- If teachers notice a student is not participating in class (ie: in a breakout session, class discussion, via chat), they will
 - Call the student via chat and voice
 - Message student privately via Schoology
 - If there is no response to the teacher, the teacher will mark the student absent, and parents will be contacted.