

Attendance Policy for Oakdale Elementary

Revised 8/2006

If Your Child Is Absent

Please call 702-8502, the Oakdale Elementary School Absence Hotline, before 9 a.m. to report your child's absence. Should we not hear from you, it is our practice to call your home or work number to check on your child.

When your child returns to school, please send a note explaining the absence. An absence will be considered unexcused until a parent/guardian notifies the school of the reason for the absence.

Excused absences

According to district policy 503 the following shall be considered excused absences:

1. Illness
2. Serious family illness
3. Death in the student's immediate family or of a close friend or relative
4. Medical or dental treatment
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Suspension
9. Other good and sufficient reasons for absence approved by the principal

Unexcused Absences

An elementary student is considered a continuing truant if he or she is absent from school without a valid excuse for three days in a single school year. It is the school's responsibility to inform county social services when a child has three or more unexcused absences. Parents are responsible for their child's attendance and can be charged with educational neglect should absences continue.

Regular School Attendance

We urge you to carefully consider circumstances that keep your child out of school. Regular school attendance is related to the degree of success in school. The typical elementary aged student misses 7 days of school per year (includes illness, family emergencies, and vacation). You will be notified if your child misses 7 days of school prior to the end of the 2nd trimester, or 10 days thereafter. We will ask that you provide a doctor's note for any additional absences. If absences without a doctor's note continue, county social services will be contacted. Thank you for your cooperation in insisting that your child attend every school day.

Accidents/Injuries at School

Parents will be notified of accidents/ injuries as soon as possible. If emergency treatment is needed and we cannot contact you, we will notify your family physician or call 911.

Tardiness

We request that a parent call if a child will be late for a valid reason such as a doctor's appointment. The parent should accompany their child to school and sign them in at the school office.

Students who arrive tardy to school after 10:30 AM will be counted as absent for a half-day.

Vacation

Family trips are not officially considered excused absences, but we believe that important learning takes place outside the school and the experiences a child has while on family trips cannot be duplicated in the classroom. Because regular school attendance is related to the degree of success in school, we strongly recommend that families make every effort to plan trips during school breaks. In order to have absences due to a family trip excused, you must get the school principal's approval. Students will be responsible for making up any missed work in a reasonable amount of time.

Please make note of when your child is scheduled to take the Minnesota Comprehensive Assessments (MCAs). Because the school can receive sanctions if we do not have at least 95% participation it is vital that families do not schedule trips during this time.