

ATTENDANCE

Philosophy

Chanhasen High School recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time, every day. Chanhasen High School has set, as a minimum standard, 95% attendance. This means that a student would not miss more than two days of school in a semester. Students with 7 full or partial days of unauthorized cumulative absences from school are in violation of state compulsory education law and are considered truant.

Because students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc. be scheduled after school or on days when school is not in session. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work etc. that go on in each classroom. Some missed activities are not possible to make up.

The Chanhasen High School attendance policy and procedures are guided by the following set of values. In some instances, these values may compete with each other. The Chanhasen High School attendance policy and procedures attempt to balance these values in the best interests of students and the school community.

- Student academic excellence is the primary goal of Chanhasen High School. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.
- School staff, students, families and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. When making decisions about their students' schooling, families have the responsibility for notifying the school about their students' attendance.

18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by CNHS attendance rules and regulations.

Procedures for Absences

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify their child's House Office (Maple 556-3700; Pine 556-8900; Spruce 556-8800; Oak 556-3600) by phone (preferred) or by written message upon the student's return to school. Please call your child's House Office by 10:30 a.m. on the day of the absence.

The student who was authorized by a parent's phone message on the day of the absence may report directly to his/her first period class upon return to school. The student who is authorized by written message upon his/her return to school must report to his/her House Office for an admit slip before going to class.

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the House Office, or send a note with the student, indicating the time for the student's release. The student should then pick up a pass to leave the building from the House Office. When a student returns to school, he/she must report back to the House Office for an admit slip to class.

Please note that 18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by CNHS attendance rules and regulations.

Suspensions are excused absences and students will be permitted to complete make-up work for missed classes.

Students will be released through the activities office for athletic and extracurricular activities.

Types of Absences:

AUTHORIZED ABSENCES Note: These count toward maximum 9-absence policy	
<ul style="list-style-type: none"> • Illness - undocumented • Illness in student's family • Professional appointments that cannot be scheduled outside of the school day • College visits/college fair • Car trouble • Family matters necessitating absence from school with advance notice • Absences outside of the student's control 	COUNTS TOWARD MAXIMUM 9-ABSENCE POLICY (SCHOOL)
UNAUTHORIZED ABSENCES Note: These count toward maximum 9-absence policy	
<ul style="list-style-type: none"> • Running late (to class or to school) • Missing ride/bus • Truancy/skipping school • Oversleeping/sleeping in • Senior skip day • Unverified by parent/guardian • Other illegitimate excuses 	COUNTS TOWARD TRUANCY (COUNTY)
	COUNTS TOWARD MAXIMUM 9-ABSENCE POLICY (SCHOOL)
SCHOOL EXCUSED ABSENCES Note: These DO NOT count toward maximum 9-absence policy, nor truancy	
<ul style="list-style-type: none"> • School sponsored curriculum and co curricular activities • Special talent/club activities-prior approval by Counselor required • Suspension • Authorized appointments with school personnel • Death in student's immediate family or of a close relative or friend • Illness – original documentation required by medical personnel • Illness in student's immediate family – original documentation required from medical personnel • Legal/court appearances – original documentation required from court system • Religious instruction (up to 3 hours/week) • Religious holidays • Physical emergency conditions such as fire, flood, or storm 	

Maximum Absence Policy

The maximum absence policy is enforced if a student exceeds 9 absences from a class in one semester. An absence from the authorized and unauthorized absences tables shown above (the first 2 tables) count towards the maximum absence policy. Students **will not receive credit** for a class in which absences exceed 9 in a semester under the authorized and unauthorized categories.

- Students **will receive a “Loss of Credit” (LC) due to absences** for the class if they remain in the class the remainder of the semester, follow behavior expectations, and meet all course requirements by the end of the semester. A “Loss of Credit” *does not* affect a student's GPA.

- Students **will receive a “Fail” (F)** if they are removed from the class for being disruptive or not following expectations, or if they do not meet the course requirements. A “Fail” *does* affect a student’s GPA.

Appeals Process

Students and parent(s)/guardian(s) may appeal the loss of credit when the maximum absence policy is reached if special or unusual circumstances have led to the absences. Upon receiving notice of the loss of credit, the student, parent(s)/guardian(s) may request an appeals application from the student’s Counselor. The completed application should be returned to the Counselor and will be considered at the next meeting of the Appeals Committee. Appeal applications will only be accepted during the first two weeks of the following semester. If additional documentation is requested by the Appeals Committee, it must be submitted by the end of the following semester. Fourth Semester appeals will be handled before the end of the school year.

Notifications/Interventions for Maximum 9-Absence Policy: CNHS

Students are expected to be aware of their own status in regard to tardies and absences in classes each semester. They will receive the following information to assist them in this expectation:

- If a student is absent from class 3 times (excluding school excused absences) during a semester, a written notice from the Counselor will notify the parent/guardian.
- If a student is absent from class 5 times (excluding school excused absences) during a semester, a written notice from the Counselor will notify the parent/guardian. A teacher intervention will also take place with the student.
- If a student is absent from class 7 or more times (excluding school excused absences) during a semester, a written notice from the Counselor will notify the parent/guardian. This notification is in regards to the maximum absences rule. This notification will also inform the student and parent(s)/guardian(s) of the loss of credit according to the maximum absence rule and information on the appeals process.

Truancy: 7 Unauthorized Absences in Carver County

An unauthorized absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials. No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course. Also, a student leaving the building for any reason during the day without getting a pass from the nurse or House Office is unauthorized.

Minnesota Statute (MS260.015, subdivision 19) states that a high school student who is absent from school without lawful excuse for 7 partial or full cumulative school days (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the Carver County Attorney’s Office in these cases.

- When a student has been absent without authorization from a class or from school the student’s Counselor will meet with the student to determine why s/he was absent.
- If a student has been absent 3 or more class periods on three school days without valid excuse, a letter from the Counselor will notify the parent/guardian.
- If a student has been absent 5 or more class periods on five school days without valid excuse, a letter from the Counselor will notify the parent/guardian to inform them of a required meeting with the school and a county official.
- If a student has been absent 7 or more class periods on seven school days without valid excuse, truancy will be filed with Carver County Social Services.

Absences counting toward truancy are **cumulative** throughout the school year and are not restricted to a particular semester.

Tardies

Chanhassen High School is deeply committed to student promptness as being educationally sound and as an important aspect of successful school and living. Promptness in appearing for class is one indication of the student’s commitment and attitude towards his/her academic experiences. Therefore, Chanhassen High School expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. There should be no students out of class during the first and last 10 minutes of an instructional period.

In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, in the grade book which can be used by the administration in dealing with students and parents. A student tardy due to unavoidable circumstances, as determined by the administrator, may be given consideration on an individual basis.

Tardy to School (TTS)

Tardy to school is defined as not being in the building at the 8:10 bell. Students who arrive after that are considered tardy. This applies to excused as well as unexcused tardies.

1st TTS/semester: warning

2nd TTS/semester: warning/parent contacted

3rd TTS/semester: driver's parking permit suspended for 3 days OR if a non-driver, lunch detention for 3 days

4th TTS/semester: driver's parking permit suspended for 4 days OR if a non-driver, lunch detention for 4 days

5th and subsequent TTS/semester: driver's parking permit suspended for 10 days OR if a non-driver, lunch detention for 10 days

NOTE: Administration reserves the right to suspend or revoke parking permits, assign ISS (in school suspension) and/or OSS (out of school suspension) for chronic offenders.

Tardy to Class (TTC)

Tardy to class is defined as not being in scheduled classroom at the bell. An unexcused tardy will result in an unexcused absence after 5 minutes. An excused tardy will result in an excused absence after 15 minutes.

1st TTC/semester/class: warning

2nd TTC/ semester /class: 1 lunch detention

3rd TTC/ semester /class: 1 lunch detention and added to "No Pass List" which means they are not allowed to be written a pass to leave class for any reason for 4 weeks.

4th and subsequent tardies/ semester /class may result in additional lunch detentions, ISS (in school suspension), OSS (out of school suspension) or parking permit suspensions.

NOTE:

- 1 lunch detention needs to be served within 24 hours, 2 within 48, and so on.
- Lunch detentions not served in the allotted time will result in placement on the No Pass List.

It is expected that students arrive on time to school and for all classes. Students who are tardy over 15 minutes are considered absent.

If a student is late to school and the tardiness is authorized, he/she is to report to the House Office for an admit slip. Students who are unauthorized tardy to school should report to class. Valid excuses for tardiness may be found under the list of authorized absences; other reasons would be considered unauthorized. Extenuating circumstances should be referred to the Counselor. Teachers reserve the right to assign lunch detentions for tardiness. Such detentions should be served within 24 hours.

If a student is tardy to school and is excused, he/she is to report to the **House Office** for an admit slip. Students who are unexcused tardy to school should report to class. **Valid excuses for tardiness may be found under the list of excused absences; other reasons would be considered unexcused.** Extenuating circumstances should be referred to the Counselor.

Prearranged Absences

Prearranged absences still count toward the maximum six-day attendance policy. However, prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school **at least three school days in advance** of the scheduled absence. A prearranged absence form will then be initiated by the **house office** for students to have signed by their teachers and Counselor. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days notice through the prearranged absence form.

Makeup Work

If a student is absent (authorized) one day only, make-up work, including tests, will be due the following day. (Ex.: A student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, he/she is responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday.) Students absent more than one day will receive an equal number of days to make up the work. It is the student's responsibility to contact the teacher and request the make-up work. If a student does not make up the work within the allotted time, he/she will receive no credit for the assignment or test. This policy applies in all cases unless in certain circumstances, in the professional judgment of the teacher, the deadline may be extended.

Leaving the Building During the School Day

Illness

If a student should become ill during the school day, he or she must report to the nurse's office. A parent/guardian will be contacted if a pass is issued to leave the building.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the **House Office** or send a note with the student indicating the time for the student's release.

Next, the student should pick up a pass to leave the building from the **House Office**. When a student returns to school, he/she must report to the **House Office** for an admit slip to class.

A student leaving the building for any reason during the day without getting a pass from the nurse or house office is unexcused.