

Crosswinds Attendance Policy

Call 379-2695 to report an absence

If your child will be absent please send a signed note to the main office or call the attendance line specifying student name, date and times of absence, and reason.

Crosswinds Arts & Science School reserves the right to decide whether an absence is excused or unexcused. The following are examples of typical (but not absolute) absence reasons:

Excused (EXC)	Illness (ILL), family emergency/funeral (FAM), doctor's appointment (DOC), late to class with a pass (TDE), bus is late (BUS), testing (TST), field trip (FT), and in-school (ISS) or out-of-school suspension (OSS).
Unexcused (UNX)	Missed bus, overslept (UNX), absence without phone call or note (UNV), truant from class (CUT), late to class without a pass (TNX), and if required, no doctor or School Nurse approval (UNX). Attendance Procedure!

Crosswinds Attendance Procedure

3 unexcused absences	-Letter of absence notification and -Ramsey & Washington Co. Truancy Intervention Program
5 excused absences	-Letter of absence notification
7 unexcused absences	-Notification requiring written excuse from a medical professional or school nurse for subsequent absences -Attendance contract meeting with Principal and related staff -Dakota Co. Truancy Intervention Program
10 excused absences	-Notification requiring written excuse from a medical professional or school nurse for subsequent absences

- Attendance Line 651.379.2695
- School Nurse, Tara Goebel 651.379.2610
- School Social Worker, Stacey Grenz 651.379.2608
- Guidance Counselor, Lisa Cherry 651.379.2604
- Assistant Principal, Johnnie Barber 651.379.2602
- Principal, Roger Kocinski 651.379.2601

This is the procedure for every student. If you feel you have extenuating circumstances or would like to discuss your child's absences, please contact the office.

Excessive Absenteeism. Excessive absenteeism is considered a serious problem because of the disruption of academic instruction, and state mandatory attendance laws require students be in attendance a designated number of hours. According to research, an attendance rate of 96% or greater is correlated with academic and life success. District 6067 defines excessive absences as seven unexcused absences or ten excused absences.

A letter of absence notification is sent when your student accumulates three unexcused absences and/or five excused absences. This is a letter of warning and is meant to promote parent/guardian and student monitoring of a student's attendance. A second letter requiring a medical professional or the school nurse to excuse future absences will be sent when a student receives seven unexcused absences and/or ten excused absences. When children are age 12 and older, county governments consider unexcused absences "truancy", and no longer educational neglect. In *Ramsey and Washington County*, when a student has accrued three or more unexcused absences, a student and parent/guardian(s) are referred and required to attend the Truancy Intervention Program/TIP (Ramsey Co) or Attendance Intervention Meeting/AIM (Washington County). If a student accrues four or more unexcused absences after TIP or AIM, the student is referred to a Student Attendance Review Team meeting with school officials to create a contract. If this contract is not upheld, the student and family may go to court. In *Dakota County*, a student and parent/guardian are referred as a "continuing truant" when a student accrues seven unexcused absences. The family will be asked to attend a school meeting. After this meeting, if a student accrues three more unexcused absences the student is considered a "habitual truant," and the family may be summoned to court.

The State of Minnesota requires that all children between the ages of six and eighteen attend school every day that school is in session. To provide a quality education, students need to attend school on a regular basis. Good attendance is directly related to academic success, social competence, providing for regular communication between teachers and students, and establishing regular habits of dependability. It is important for students to be in school for the full school day and to attend school on a regular basis throughout the school year. We are a year-round school and regular attendance is expected during all four quarters of the school year, including the summer months.

Minnesota Statutes section 260C.007, subdivision 19, defines "habitual truant" as a child under the age of 18 years who is absent from school without lawful excuse for seven school days if the child is in elementary school or 1 or more class periods on 7 school days if the child is in secondary school.

Minnesota Statutes section 626.556, subdivision 2(c), states: "Neglect is failure by a person responsible for a child's care to ensure that a child is educated in accordance with state law as defined in Sections 120A.22 and 260C.163, Subdivision 11."

Minnesota Statutes section 260C.163, subdivision 11, states: "A child's absence from school is presumed to be due to the parent's, guardian's, or custodian's failure to comply with compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems. For students 12 to 18 years old, he/she is responsible for his/her own attendance and unexcused absences/truancies can be referred to the county attorney's office and the juvenile court system.

The Attorney's Office (Ramsey, Dakota, and South Washington Counties) identifies reasons which a court would not find as "lawful excuses," as including: missed bus, no clean clothes, staying home to baby-sit younger siblings, working, oversleeping, or chronic medical excuses without a doctor's statement.

Excused and unexcused absences. All absences from school will be recorded as either excused or unexcused based on the guidelines below:

- Absence from school may be excused due to appointments for dentist/doctor/mental health professional/orthodontist, legal matters, funerals, illness, in-school suspension, out-of-school suspension, late bus, religious events, or severe weather.
- The burden of a child being excused from school is on the parent/guardian of the child. Crosswinds has the right to accept or deny any application for an excused absence. If it appears that a parent is excusing excessive absences or keeping a child home for unacceptable reasons (this can include illness), a medical professional or the school nurse may be required to excuse all future absences. If this is not provided Crosswinds will proceed as detailed in "excessive absenteeism."
- Absences may be excused at the principal's discretion for situations such as: adoption of a sibling, birth of a sibling, family/student/personal concern, family illnesses, or prearranged vacations (see "extended student absence").

- Absences from school will not be excused for the following reasons: child care of sibling(s), no stated reason, missed the bus, overslept, non-school extracurricular activities such as dance, music, or gymnastic lessons, work, etc.
- Students will not be excused for Take Your Child To Work Day. If parents choose to take their child, it will be unexcused.

Extended student absence. Try to schedule family vacations during school breaks. If your child will be absent for a trip during school, contact Mr. Roger Kocinski, Principal, at 651-379-2601 to determine if these absences will be excused, at least one week prior to the planned absence. Extended absences will be approved only with acceptable academic standing and attendance history. Contact teachers by phone or e-mail to make prior arrangements for homework for any extended student absence. Your student may be required to complete a trip journal.

Tardies. All students arriving late to the building must sign in at the front office and receive a pass. An unexcused tardy will be recorded when a student arrives to any class late without an appropriate excuse. More than 15 minutes late is recorded as truant. When a student enters the classroom after the bell has rung, he/she is tardy. When your student has received three tardies in one class period he/she will be required to attend an after school detention. To discuss your child's tardies and detentions please call Rachel Verdoorn, Attendance Liaison at 651-379-2609 or Melissa Dunlap, Educational Assistant at 651-379-1201. When a student accrues nine or more tardies in one class period the student is assigned to in-school suspension for one day.

Cutting/Skipping Class. A cut or truancy will be recorded when a student misses more than 15 minutes of class. A truancy is being absent from school or class without the approval of the administration. There are no authorized skip days. Truancy is an absence and will be treated as detailed in "excessive absenteeism."

When to stay home. The following information is intended to help parents/ guardians decide when to keep children home from school:

- If your student has a temperature of 100 degrees or more, he or she should stay home for 24 hours after the temperature returns to normal.
- If your student has vomited or had diarrhea, he or she should stay home until 24 hours after the episode.
- If your student has had a rash that may be disease-related or the cause is unknown, check with the family health care provider before sending your student back to school.
- If your child is absent due to illness, it is important that you call the school daily to report the illness.

If your child becomes ill at school, the nurse will notify the parent/ guardian or the next person on the emergency form. Parents/ guardians will be notified if their student has a temperature over 100 degrees, has vomited or has diarrhea, or has any other symptoms or health concerns.

Appointments/late arrivals/release procedures. Please try to schedule doctor, dentist, and other appointments to take place before or after the school day or during Intersession breaks. All students arriving late must sign in at the front office and receive a tardy slip. If the student arrives at school late due to an appointment, he or she must present a note in the office. If your student is to leave school during the day, we ask that you send a note to the front office explaining the reason and the time the child needs to leave. The student must present the note to the office in the morning when arriving at school to receive a pass to be excused at the appropriate time. When you arrive at school, stop in the office to sign your student out and your student will be called down to meet you. The parent/guardian is required to come into the office to sign out the student at the time of leaving. Individuals who sign a student out of school must be listed on the health and emergency form. If not listed or we do not have the completed form, the student will not be released with this individual. Individuals who are unknown by staff will be asked to show picture identification. If a decree exists stating a student is not allowed to leave school with a specific individual, a copy of the decree must be on file with the office. The student must sign back in when returning to school.

Homework requests. If your child has been absent for three or more consecutive days, you may call the office and request homework. It may be picked up after school on the following day.

Withdrawals/Transfers. The parents/guardians of a student transferring to another school are asked to notify the office at least three days before the student's last day of attendance. The student should report to the counselor's office before of the last day of attendance to pick up a withdrawal form for teachers to sign.

Parent/guardian absence. If parent/guardian will be away from home and the student will be under the supervision of another person, parents/ guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

Arrival time. Students should not arrive at school before 8:45 a.m. Supervision is not available until then.

Closed campus. The Crosswinds school campus is closed. Under no circumstances may any student leave school property after arriving without parent/guardian permission and signing out in the office.