



Charter School Of Russian Language and Culture

763-496-5550 · 6717 85th Avenue North, Brooklyn Park, Minnesota 55445 · [www.NashaShkolaMN.org](http://www.NashaShkolaMN.org)

### **Nasha Shkola Attendance Policy**

**Compulsory Attendance Law:** Minnesota State Law provides that children enrolled in school after 1988 shall attend a public school or a private school, for a period of not less than nine months during any school year until age 18 or until they graduate. Both parents and students have responsibility for school attendance. Students need to arrive at school and get to class on time. This section outlines the procedures for attendance, make-up work and consequences for unexcused absences and tardies.

If your child will not be attending school on a given day or will be tardy, please call the office between 8:00 and 9:30 a.m. Students arriving after 9:00 AM will be counted as tardy. If your child becomes ill or injured during the day, the school will contact you at one of the numbers you have provided on the **emergency card**. We do require that families provide an additional emergency contact person in the event that the parent cannot be reached.

#### **DAILY SCHEDULE AND ARRIVAL TIMES**

**School Day: 8:45 a.m. – 4:15 p.m.**

Students are not allowed to arrive at school before 8:30 a.m. unless they are in before school care. Students arriving between 8:30 a.m. and 8:45 a.m. must report directly to the lunchroom/school entryway to wait for school to begin. Any student arriving after 9:00 a.m. must report to the front office **accompanied by a parent** to check in. Students arriving late must **not** be dropped off outside the building. Late arrivals are considered excused or unexcused absences, not tardies. Chronic late arrivals will be considered abuse of the Attendance Policy and will be addressed by building administration.

#### **ATTENDANCE POLICIES AND PROCEDURES**

Teachers record each student's absence and tardiness. All student absences are verified by the school secretary. If a student is going to be absent from school, the parent/guardian should call the office 763.432.5550 as soon as possible on the day of the absence and leave a voice mail. If a phone call is not made, the parent/guardian should send a note with the student on the day he/she returns. The student should bring the note to the secretary in the office. When an absence is known ahead of time, please notify the office by writing a note indicating the anticipated days of absence.

**EXCUSED ABSENCES** (identified by the MN Department of Education)

- child illness, medical, dental, orthodontic, or counseling appointments;

- family emergencies;
- the death or serious illness or funeral of an immediate family member;
- active duty in any military branch of the United States;
- the child has a condition that requires ongoing treatment for a mental health diagnosis;
- Religious holiday (Please inform the office ahead of time).

#### CONSEQUENCES OF **EXCESSIVE EXCUSED** ABSENCES

- 20 days or more per school year may warrant an Educational Neglect/Truancy Report to host County (the county you reside in). This will be determined on a case by case basis

#### **UNEXCUSED ABSENCES**

- Monthly - letter to parent informing about the number of absences
- 7 days – letter to a parent informing about the upcoming report
- 8 days - Educational Neglect/Truancy Report filed with Hennepin County (or the county you reside in) and a letter to parent informing them about report filed

#### **TARDIES**

Students are considered tardy if they are not in the classroom when the class period begins and have no written pass from the office or from a staff member to excuse the tardy.

#### CONSEQUENCES FOR EXCESSIVE TARDIES

5 tardies - phone call/e-mail to parent about the tardies

8 or more tardies - letter to parent and lunch/recess detention

#### **EARLY PICKUP OR LEAVING THE SCHOOL DURING THE SCHOOL DAY**

Any student needing to leave before the end of the school day is asked to bring a note to the office and their classroom teacher at the start of the day. Parents arriving to pick up students early are asked to enter the building and sign the checkout form in the office before leaving. A school employee will get your student from his/her classroom. Only students who have their parent or legal guardian sign them out are permitted to leave the building during the school day. Leaving without signing out will result in an unexcused absence and discipline consequences for the student. Parents may sign out only their own child unless a documented arrangement is made in advance of the pick-up.