

Castle Elementary School Attendance Policy – 2006-2007

The District 622 School Board believes that regular school attendance is imperative, and it is the parent or guardian's responsibility to ensure that children are attending school regularly. In addition, the Washington County Community Services Department, in conjunction with representatives from the county attorney's office and court services, has initiated procedures for handling elementary school absences. The procedures our school follows are outlined below:

1. Elementary School students are defined as continuing truants if they are absent from school without a valid excuse for three days in a single school year. After three or more unexcused absences, Castle Elementary School will call the parent/guardian stating our concern. Any further absences or tardies, a letter will be sent home to parents/guardians.
2. Students who are absent from school without a valid excuse for seven days or more are referred to the Washington County Truancy Social Worker who will determine whether to visit the family or to set up a diversion meeting at the school.
3. All absences will be marked unexcused until parent/guardian states the reason for the absence.
4. Examples of excused absences include:
 - Parent/doctor verified illness.
 - Family emergencies - a result of a serious illness of an immediate family member.
 - Scheduled appointments that could not be arranged before or after school or on days when school is not in session.
 - Religious holidays.
 - Prearranged family vacations - an exceptional circumstance, which requires families to take vacation during the school year. Family vacations should be scheduled to correspond with days when school is not in session. Prior approval by the building principal must be obtained if the absence is to be recorded as approved.
 - Athletic tournaments - on a limited basis and with pre-approval by the building principal.
 - Exceptional circumstances - any other circumstances where permission may or may not be granted at the discretion of the building principal where the pre-approval is requested for any circumstances other than those identified above.
5. Examples of unexcused absences include:
 - Parent has car trouble and cannot transport the child to school.
 - Overslept - alarm did not work.
 - Shopping.
 - Needed at home.
 - Family vacation that is not prearranged.
 - Babysitting.
 - Missed the bus.

- No call or note from parent regarding reason for absence, or no reason given.
6. The school can challenge suspicious excuses offered by parents/guardians.
 7. The average student in the State of Minnesota misses a total of seven days in a school year. Those seven absences include illness, vacations, or family emergencies. If a student is absent excessively due to illness, school personnel can require the parents to obtain a doctor's excuse each time the child is absent due to illness.

Please remember to call the **Attendance Line at 651-748-6717** to report all absences - please include your child's name, the reason he/she is absent and a phone number where you can be contacted. It is very important that you state the reason for the absence, or it will be recorded as unexcused.

Call the **Health Office at 651-748-6715** to report communicable illnesses (i.e. flu, strep throat, chicken pox, head lice, impetigo, scarlet fever, pink eye, etc).