

Cityview Attendance Policy

Your child's education is very important us and we want to make sure your child has every opportunity to learn. When students miss a day at Cityview, they miss a lot! If your child has to be absent from school please call our attendance at **612-668-2279** to report their absences. Absences that are reported and fall into Minneapolis Public Schools excused absences categories, will be excused. If absences are not reported or do not fall under an excused absences category will be marked as unexcused. Please also make sure that your student arrives on time to ensure their attendance is marked appropriately.

Hennepin County Be@School is the attendance program that guides attendance guidelines in all Hennepin County school districts including Minneapolis Public Schools. As mandated, Cityview must comply with the Be@school process. The process that will be followed is: if your student (s) accumulate more than 3 days of unexcused absences, a Cityview staff will contact you about the unexcused absences. If more unexcused days accumulate, a letter will be sent requesting that you contact the school about the absences. **Please be aware that excessive tardiness contributes to unexcused absences.**

If a student reaches 6 days of unexcused, schools are required to submit a referral to Hennepin County at which time parents will be asked to attend a meeting led by Hennepin County Attorney's Office staff members.

If the unexcused absences continue after requested meeting, Education Neglect or Truancy reports will be filed with Hennepin County. Some cases may be referred to Hennepin County Child Protection.

If your student (s) accumulates 15 days of unexcused absences, the will be dropped from our enrollment. If you and your family move to a new city or enroll in another school, the school must receive a records request from their new school before we can drop them from our enrollment

The best way to prevent unexcused absences is to call the school at 612-668-2279 to report absences. If there is no answer, please leave a message.

Excused Absences

Doctor/Dentist Appointments

When possible, please scheduled doctor and dentist appointments before and after school. If you must schedule an appointment during school, the appointment will be excused only upon receiving a written note from the doctor or dentist. Illness Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. A doctor's note must be provided if your child is gone from school more than total days over the school year, or 3 days in a row

School Bus Problems

If your child misses school because the bus was late or did not show up at the stop, please call the school in the morning to report.

Weather

If your child misses school due to extreme weather conditions considered to be too dangerous for the student to attend school, please call the school in the morning to report.

Religious Holidays/Cultural Observances

If your child misses school due to a religious holiday or cultural observance, please call the school prior to the date of the holiday or observance

Funeral

Students may be excused for up to 5 days per year to attend funeral services. If your student(s) will be gone longer than 5 days, please contact the principal, assistant principal, or social worker to make arrangements.

Family Emergency

Students may be excused for up to 5 days per year due to family emergencies. If your student(s) will be gone longer than 5 days, please contact the principal, assistant principal, or social worker to make arrangements.

*Other circumstances- please call the school to discuss any other circumstances that may affect attendance.