



## **School Policies**

### **JH/JHB - STUDENT ATTENDANCE/TRUANCY**

State law requires parents/guardians to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. Accordingly, Mountain Sage Community School students are required to satisfy all academic requirements and exhibit good attendance as stated in this policy.

### **EXCUSED ABSENCES**

The following shall be considered excused absences:

1. A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
2. A student who is temporarily ill or injured.
3. A student who is absent for an extended period due to physical, mental or emotional disability.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any school-sponsored activity with advance approval of the school administration.

6. A student who is excused by a parent/guardian for observance of a religious holiday.
7. A student who is in the custody of a court or law enforcement authorities.
8. A student whose absence is due to suspension or expulsion. The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

## UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner so as to allow the parent/guardian to address the problem.

In accordance with law, the school may impose appropriate penalties for a student's non-attendance due to unexcused absences. The school shall communicate the school's rules and procedures related to unexcused absences to students and their parents/guardians. Parents/guardians may petition the School Director for exceptions, which may be approved, as appropriate.

## TRUANCY

A student shall be considered "truant" if he or she is absent from school without excuse as provided under this policy. In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that their children of compulsory attendance age attend school. Parents/guardians shall be required to furnish the school with a telephone number or other means of contacting them during the school day.

MSCS shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel (or volunteers under the direction of school personnel) shall make a reasonable effort to notify the parent/guardian by telephone.

MSCS personnel shall make all reasonable efforts to meet with the student's parent/guardian to review and evaluate the reasons for the student's truancy. A plan

shall be developed for a student who is declared habitually truant, with the goal of assisting the student to remain in school. As appropriate, the student's parent/guardian shall participate with MSCS personnel in the development of the plan.

A student shall be considered "habitually truant" if he or she is of compulsory attendance age and has incurred 10 total days of unexcused absences during any school year or four total days of unexcused absences in any month. As provided by law, judicial proceedings may be initiated to enforce the state's compulsory attendance law with respect to students determined to be habitually truant.

## MAKE-UP WORK

Make-up work shall be provided by the school for any class in which a student has an excused absence unless otherwise determined by the School Director or unless the absence is due to the student's expulsion from school. Make-up work shall be allowed following an unexcused absence and following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit, as authorized by law.

It is the student's responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be at least one day allowed to make up work for each day of absence.

Unless otherwise permitted by the School Director, make-up work shall not be provided during a student's expulsion from school. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed in such an alternative education program.

## TARDINESS

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students, the class teacher and/or director may work directly with parents to improve attendance for students with excessive tardiness.

## APPEALS

Appeals regarding the school's application of this policy with respect to any student shall be made to the School Director. If the appeal is not satisfactorily resolved by the School Director, the matter may be appealed to the MSCS Board of Directors whose decision shall be final.

Adopted by Board: March 26, 2019  
Revised/Reviewed by Board: TBD  
(continue adding Revised/Reviewed dates)