

## 2023-2024 MVMS Attendance Guidelines

Parents,

***Please call MVMS when your student is not going to be in school 785-8820! Mrs. Wright can mark attendance excused or pre-excused. We are careful to account for every student every day! The school may request a doctor's note after 4 days of illness.***

### **Please see Board Policy #522F2 – District Discipline Policy Handbook**

Students are expected to attend school every day. In order to earn credit, a student must be in class a minimum of 90% of the days of the grading period. MVMS runs on a trimester grading period. **Students who miss more than six days in a trimester in any class will not receive credit in that class and will need to appeal for credit at his/her school.** Students can earn back credit in the following way:

- a. Appeal for Credit – Students and parents can request a Credit Appeal Form from the MVMS administration. Students/Parents will use the form to explain the reasons for the absences, how attendance or behavior has changed, actions taken, and why credit should be granted. A credit appeal committee consisting of a building level administrator, a counselor, an attendance officer, and teachers will review the application and make a decision. If credit is denied, the student may ask the committee for a face-to-face hearing to appeal the denial. All decisions of the committee are final.
- b. MVMS may place a student on an attendance contract after the student has missed six days during the trimester to assist the student in attending school regularly. Contracts may contain requirements of make-up work, Friday school, or study hall time. Students who break attendance contracts may lose credit for the class, be required to make up credits in summer school, or be assigned to an alternative educational program.

**Students may be referred to the Bingham County Prosecutor's Office for excessive tardies or absences.**

### **Definitions of Absences**

- a. **Absences** can be due to illness, doctor and dentist appointments, funerals, school functions, pre-excused absences etc. Students are expected to make up all possible graded assignments within a reasonable length of time after an absence. Failure to do so will be reflected in the grade the student will receive for that grading period. (Refer to MVMS Incomplete Grade Policy on page 24.)
- b. **Pre-excused absences** are absences of five (5) or more consecutive days away from school. These must be pre-arranged with the administration or designee in order for the student to receive class assignments and homework prior to the absence. Students are required to turn in their assignments when they return to school.
- c. **Truancy** is an absence without permission from the parent/guardian or the school. A truancy will also result in a major discipline referral.