

## 2017-2018 MVMS Attendance Guidelines

### 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.

### 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 23.)
- 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.

**Emergency School Closure:** It may become necessary during inclement weather for Blackfoot School District to cancel school. If the decision to cancel school occurs during the school day, the media will be contacted and public announcements will be made so that parents may be alerted. If the decision is made in the morning, prior to school starting, the information can also be obtained on the radio, TV, or the MVMS's facebook page. **Parents - please make arrangements for your children's safety in the event they are released and sent home from school early.**

**Make Up Work:** Students are allowed and encouraged to make up homework when they have missed school for either an approved, pre-excused or for an excused absence. Students will be allowed to make up work in accordance with MVMS department guidelines.

**Participation at School Activities:** Students who are absent from school the day of a school-sponsored activity **will not** be permitted to participate in any school-sponsored activity, perform in any performance, or play in any game or athletic contest held during the school day or evening. Students who have pre-excused absences for doctor or dental appointments are exempt from this policy.