

Mountain View High School Attendance Policy

Attendance Philosophy

Academic success and opportunities for success beyond secondary school are directly affected by student (and parent) attitudes toward attendance in high school. If students do not attend they cannot learn. If students are late for classes, it affects the learning of all students. In addition, absenteeism and tardiness place a burden on teachers. Classroom interruptions, re-teaching lessons, and preparing makeup materials for absent students uses valuable teaching time and deprives all students of learning opportunities.

The goals of the Attendance Guidelines at Mountain View High School are to: 1) Provide students with successful learning experiences in every class; 2) Increase teacher effectiveness by reducing classroom interruptions and non-attendance; 3) Provide structure for student attendance; 4) Improve communication and support parent efforts in promotion of student attendance.

Absences

A student's academic success can be significantly affected by missing school. No form of makeup work can replace a classroom experience. This said, parents/guardians may occasionally need to excuse students due to illness and emergencies. This should be done within two weeks of the absence or before, if it is a planned absence. Please see the "Excusing Absences" section below for information on how to do this.

To reach our attendance goals and ensure academic success for all students, MVHS limits the amount of times a student can miss class without **losing credit** for the class. These standards were established after considerable research of national, state, and district policies that have proven to improve success in high school. **On the 5th excused absence** in any single class during the term your student will receive an NC. Students who come to class after the ten-minute tardy portion of the class are marked very late. Any time a student receives an unexcused absence the student has lost credit. In addition, **any unexcused absence/truancy** will automatically result in loss of credit (NC) for the class and must be made up during **FLEX** time described in the "Flex as Attendance Recovery" section below. Absences due to school sponsored activities (i.e., fieldtrips, extracurricular events, etc.) will not count toward the absence limit.

Because of the effect absences have on student learning, parents/guardians are advised not to check students out of school except for emergencies and illness. Whenever a parent excuses a student's absence, it changes the absence from "unexcused/truancy" to "excused." The absence, however, still counts toward the **four allowable excused absences per class, per term**. Students are responsible to make up any work and/or quizzes and tests missed during their absence. Students have the responsibility to arrange for makeup work with their teachers.

Should a student go over the limit of **four excused absences**, students/parents/guardians may appeal absence(s) for emergency or illness as described in the "Attendance Appeals Process" section below.

Excusing Absences

Parents may excuse absences by sending a note during school hours or calling the attendance office at 227-2402, **24 hours a day**. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. Absences should be excused within two weeks of the absence. When excusing an absence(s) with a note, parents should include the date of the absence, the date and time the note was written (if student is checking in during or after their first period), specific class periods(s) missed, and a phone number where a parent can be reached.

Fraudulent excusing of absences may result in student suspension and loss of privileges for all involved.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. When a student is tardy it affects not only that student, but the teacher and every other student in the class. A student is considered tardy if he or she is not in the classroom when the tardy bell rings (only administrators, counselors, and teachers may excuse a student's tardy). **On the fourth (4) tardy** in a class, per term, a student will need to make it up during **FLEX** time described in the "Flex as Attendance Recovery" section below. If a student fails to make up tardies, credit will be lost in the class(es) with four (4) or more outstanding tardies. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused.

Attendance Appeal Process

Upon a student's fourth (4th) excused absence, students and parents may appeal to have one or more additional absence. Appeals are reserved for rare and/or uncontrollable attendance problems (medically verified illness, etc.). Appeal forms may be picked up at the attendance office. Appeals will be taken to one of the Assistant Principals depending on the student's last name.

Flex Time as Attendance Recovery

Good attendance is critical for student success. Students are encouraged to interact with their teachers when they miss class so they may learn the material presented. Students will be able to receive attendance recovery credit by recording time with their teacher during flex. When the time is recorded and signed off by the teacher, the student will turn the recorded time into the attendance office. One flex visit can make up one tardy. Two flex visits will make up one absence.

HARC (Homework Attendance Restoration Class)

The administration **may** hold some sessions of HARC for those that have too many NC's to make up during Flex time. **If** HARC does take place it will be the last week of the term. It will cost three dollars (\$3) for each session attended.

Reminders

School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit.

An NC is treated as an F for participation in extracurricular activities.

An NC does not count against a student's Grade Point Average (GPA).

A parent excused absence does not remove the absence.

If a student receives an "F" grade in a class with an "NC", the "F" will override the "NC".

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