



Attendance Policy

Regular attendance is required by law and is a major key to students' success. The frequent absence of students from day-to-day classroom instruction disrupts the learning process. Quality education requires a continuity of instruction, class participation, learning experience, and study. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by make-up work.

Moab Charter School makes every effort, within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.

Guidelines:

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their educational experiences.
2. Parents or guardians have primary responsibility for regular student attendance at school. Parents or guardians are expected to ensure that their children attend school regularly and arrive on time as well.
3. The MCS Director shall work cooperatively with students, parents or guardians, teachers, and staff to improve student attendance. The Director shall use earnest and persistent effort t, including parent notification, to deter excessive and unexcused student absences.
4. MCS Director will notify a parent or guardian concerning possible consequences for excessive absenteeism, including academic consequences or the Department of Child and Family Services referral. Notification will be in the form of state-mandated truancy letters, phone calls, or conferences.
5. A student will be considered "truant" if that student has missed school at least five (5) times without a valid excuse or, in other words, for reasons other than those authorized under school policy. A student will be considered "habitually truant" if that student is twelve (12) years of age or older and has missed at least ten (10) times without valid excuse.
6. MCS Director will meet with school-age minors and their parents or guardians to resolve disputes whenever parents or guardians contest notices of truancy, the designation of absences as "unexcused," or the implementation of academic or disciplinary consequences due to absences. Unresolved disputes may be appealed to the School Board through the Confidential Review of Concerns Policy.
7. Parents must notify the Director or Administrative Assistant in writing in advance of legitimate absences so that the absence is not designated "unexcused" (absences due to illness and emergency are an exception).



Attendance Policy

8. Students may be legitimately absent from school because of an “excused absence.” An absence is designated as “excused” for illness, medical and dental appointments that cannot be reasonably scheduled after school, unusual opportunities for educational experiences beyond the classroom, family events such as reunions, weddings, religious events, and the like. All excused absences must be accompanied by a written excuse from the parent or guardian.
9. An absence will also be designated as “excused” when such an absence is consistent with student’s IEP, Section 504 Accommodation Plan, even if it falls outside the regular “excused” absence category according to general school policy.
10. When no written excuse is provided or if the absence falls outside of the above reasons, the absence will be considered “unexcused.”
11. Whenever possible, a family anticipating an excused absence should contact the teacher in advance of the absence in order to acquire guidance for study and work while absent.
12. If a student has been legitimately absent from class, the parent or guardian or student should contact the teacher regarding make-up work upon return.
13. If a student must leave school during the school day, parents or guardians must send a written note designating the time of pick up and if the return to school will occur. The parent or guardian must check out the with the main office and there record his/her name, indicate the reason for early departure, and indicate the time of early departure.
14. The Director will notify teachers and Administrative Assistant in advance of excused or unexcused absences for which the school has been given notice.
15. Classroom teachers are required to record and verify daily student attendance. Classroom teachers will notify the Director if a student’s attendance is irregular or excessive (more than two consecutive or more than five total), or if the absence seems to be “unexcused” or inexplicable.
16. Individual teachers will, in accordance with school policy, record tardiness and report the excessive tardiness of any student to the Director. At the discretion of the Director, excessive tardiness will receive academic and/or disciplinary consequences in accordance with school policy.
17. The Director and individual teachers shall develop attendance plans and procedures that comply with state and board policies. The plan and procedures shall include:
 - a. Responsibilities for students, parents, classroom teachers, and school administration.
 - b. Procedures for managing attendance issues, i.e., illness, check in/out, school activities absences, etc.,
 - c. An acceptable range of school and teacher consequences for unexcused absences and tardiness; and
 - d. Guidelines for making up work.



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18. The Attendance Policy shall be available for review by parents or interested parties. The Director and the School Board shall review attendance data and the Attendance Policy annually in order to consider revisions to the policy in an effort to encourage student attendance.