

## MVHS Attendance Policy Reference Guide

### Unexcused Absences to School or to Class

Each time a student is absent from school or a class, you will receive a telephone call from the school. You have forty-eight (48) hours, or two school days, to excuse this absence. After forty-eight hours, if the absence has not been excused, it will remain unexcused in the student's attendance records. Students will not be allowed to make up missed work for unexcused absences. The student will be referred to the truant officer if he/she accrues five all day UNXs.

	<b>Consequence:</b>
<b>1 – 2 unexcused absences</b>	Notification to parent by school recording
<b>3 or more unexcused absences</b>	<b>Consequence:</b>
<b>First and Second Discipline Referral</b>	After School AIA or Saturday Detention
<b>Third Discipline Referral</b>	All day AIA - Warning that the next referral will require a parent conference with the Principal and Subschoo Administrator
<b>Fourth (or more) Discipline Referral</b>	All day AIA - Parent and student must meet with the Principal and the Subschoo Administrator. Possible suspension from athletics and extra-curricular activities until attendance improves

Twenty (20) Excused Absences, Tardies to School or Early Check-outs not confirmed with a doctor's note will require that a student be placed on *Doctor's Notes Only* and possible suspension from all athletics and extra-curricular activities. Parent and student must meet with the Principal and the Subschoo Administrator.

### Unexcused Tardies to School and to Class – Tardy Sweeps

	<b>Consequence:</b>
<b>1 – 3 tardies</b>	Verbal Warning; Notification to parent by telephone
<b>4 or more tardies</b>	<b>Consequence:</b>
<b>First and Second Discipline Referral</b>	After School AIA or Saturday Detention
<b>Third Discipline Referral</b>	All day AIA - Warning that the next referral will require a suspension from school for defiance and disruption of the educational environment and a re-entry with the Principal and Subschoo Administrator
<b>Fourth (or more) Discipline Referral</b>	Suspension from school – Parent and student must meet with the Principal and the Subschoo Administrator

A class cut will occur if the student is tardy 20 minutes or more.

Students will lose the privilege of using Golden Passes if they are tardy three times in one quarter during the Major Time passing periods after the Sustained Silent Reading (SSR) time.