



ATTENDANCE POLICY

School is the work of our students. It is their most important commitment and job as they are growing. Time in a classroom with a teacher and peers is a key of MHA's program and few things make success harder for a student than multiple tardies or absences. Students are required to attend and be on-time to all classes, chapels, assemblies, class meetings and gatherings at the school. It is our responsibility to promote the academic success of all students, and regular school attendance is a critical piece of that success.

Pre-Arranged absences include such things as a college visit, wedding, educational/leadership conference, family trip, etc. Each student must obtain a Pre-Arranged Absence form from the front office and must be submitted for administrative approval five days prior to any planned absence or the absences may be considered unexcused. Only with administrative approval can a student expect to make up any missed assignments and tests, with the knowledge some special assignments (notes on guest lecture, etc.) are impossible to make up or plan for in advance. Prearranged absences do not negate the consequences of missing more than 15% of a class. Teachers are not required to provide make-up or alternate work for absences that have not gone through the prearranged absence process. Students returning from school trips will be given 24 hours (one school day) per day of absences after returning to turn in all missed work and/or take any tests.

- Students are required to attend school punctually and regularly.
- Parents can call the office at 303-744-1069 or email the office at attendance@milehighacademy.org by 8:00 a.m. the day of the absence, stating the reason for the absence.
- Absences are only excused for sickness, bereavement, medical appointments, family emergencies, and court appearances. All other absences must follow the Pre-Arranged Absence policy.
- A doctor's note is required for all medical appointments for the absence to be excused.
- Absences from PE require a note or phone call from a parent or guardian, allowing the student to miss PE class or recess. Long-term exemptions require a doctor's note.

Early Childhood - Attendance is not required. Parents are asked to contact the preschool classroom directly to report any absences, both planned and unplanned. Tuition is charged with payment expected for all days the student is enrolled in the preschool program regardless of attendance. Students must be physically checked in/out of the preschool classroom daily.

K-5 Attendance is taken daily. Students are to be in their classroom by 8:00 am. Tardies are defined as students arriving after 8:00 a.m. and prior to 9:30 a.m. If arriving after the 8:00 am bell, students must obtain a tardy slip from the front office. Half Day Absences are defined as students arriving later than 9:30 a.m. or leaving before 2:00 p.m.

6-12 Attendance is taken for each class period. Students are considered tardy if they are not in their classrooms at the start of each class period. 3 tardies = 1 absence. MS Students can obtain their tardy slips in their respective common areas but must go to the office if the tardy is to be excused. US



students go directly to their classes and teachers will take care of their attendance. Chapel attendance is taken at all chapels and absences count the same as class absences.

K-5 students absent 7 days (15%) out of a nine-week period, or **6-12** students absent 15% of any class during a semester, for whatever cause, may forfeit period grades.

Absence/Tardy

Absence – missing more than 10 minutes of a single-period class

Tardy – missing up to 10 minutes of a single-period class; 3 tardies = 1 absence

Excessive Unexcused Absences – K-8

Students who receive five unexcused absences in a quarter will receive a warning letter. Students with eight unexcused absences will receive a letter requesting a meeting with administration to determine a satisfactory plan for meeting attendance requirements. If a satisfactory plan can't be agreed upon or followed, the student may be considered for expulsion or immediate withdrawal.

Attendance Grades – 9-12

Students will receive a letter grade for their attendance as designated below. This letter grade will appear on the transcript sent to colleges. The letter grade will not impact the student's GPA.

E-Exemplary

- No single period unexcused absence
- Letter of commendation sent at the end of the semester

S-Satisfactory o 1-3 single-period unexcused absences (or tardies equaling absences)

- Letter of counsel sent to student and parent/guardian

U-Unsatisfactory o 4 or more single-period unexcused absences (or tardies equaling absences)

- Letter of probation and request for administrative meeting with student and parent/guardian
- Detention
- Attendance Probation
 - Student suspended for 2 athletic games
 - Student not eligible to hold an office

Accumulation of further absences within the same semester will require additional administrative counsel and may be grounds for dismissal.