



Attendance Policy

“So in everything, do to others what you would have them do to you.” Matthew 7:12

Philosophy

Regular attendance and punctuality are vital to success and provide students the maximum benefit from their educational experience. Excellent attendance is a foundation for academic excellence and promotes a positive attitude toward school. Therefore, parents should enforce a strong family standard that aids their child’s academic success and seeks to avoid all unnecessary absences or tardiness. While the school recognizes that there will be unusual circumstances that arise from time to time, vacation plans, regular medical appointments, etc. should not interfere with school if it can be avoided.

Excused Absences

The California Education Code section 48205 (a) defines excused absences as: 1) Due to illness; 2) Attendance at a verified medical doctor’s appointment; 3) Attendance at a funeral of an immediate family member; 4) Quarantine by county or city health officials; 5) Justifiable reasons such as religious holidays or celebrations, appearances in court, etc.

All other reasons for absence are deemed unexcused. A student must be in attendance at least half of the school day in order not to be marked absent.

Excessive Absences

Students must be in attendance for a minimum of 90% of the school year. This means that a student’s absences are considered **excessive** when he/she misses up to (9) days per semester or (18) days per year, no matter the reason for the absences. Students will be considered eligible for retention or citizenship grade reductions based upon a review by the administration. Special consideration will be given for prolonged illness or death in the immediate family. All absences, regardless of the reason, will be reported on school transcripts. In an effort to avoid a pattern leading to excessive absences, the following steps will be taken:

Per semester:

- 5th absence – parents are notified in writing
- 9th absence – parents are given a second notification in writing
- 12th absence – conference with Vice Principal and attendance contract will be required

Subsequent absences and/or violation of attendance contract will result in further disciplinary action up to and including further dismissal.

Reporting Absences

All absences must be reported and the reason for the absence provided. In the event of an absence, parents are asked to notify the Front office (TK-5) or the Middle School office (6-8) by 9:00 AM or to send a note to the classroom teacher upon the child’s return to school. In the event of absences due to illness, doctor’s notes are also preferred and may be requested.

Planned Absences for Two or More Days

While it is vitally important for students to be in school, there are rare or unique circumstances when it is beneficial or necessary for a student to miss school. In such cases, it is the school's desire to partner with parents by providing work to assist the student's smooth transition in the learning process. A minimum of 72 hours notice is required to ensure the preparation of materials by the classroom teacher, after which there is no guarantee that materials will be prepared. The student is responsible for contacting teacher(s) prior to the absence to identify work to be completed before or during the absence. **Deadlines for all make-up work, tests, etc. need to be determined prior to the absence.**

A Planned Absence form may be accessed under "Downloadable Documents" on the "MCS Parents" section of our website or from the school offices.

Tardies

Students are expected to be in their seats and ready to work when the tardy bell rings. Being late to class is disruptive to everyone, including the tardy student. Five tardies per semester is considered excessive. Middle school students who are not in their seat when the bell rings are tardy. Elementary students who are not in the gate when the bell rings are tardy.

Procedure for Middle School (6th-8th)

Absences (per semester)		1st Period Tardies (per semester,)	
# of Absences	School Response	# of Tardies	School Response
5	Parent Letter 1	5-8	Lunch detention with parent notification
9	Parent Letter 2	9-11	After school detention with parent notification
12	Conference with Dean, Signed Attendance Contract will be required	12	Conference with Dean, Signed Attendance Contract will be required

Procedure for Elementary (TK-5th)

Absences (per semester)		Tardies (per semester)	
# of Absences	School Response	# of Tardies	School Response
5	Parent Letter 1	5-8	Parent Letter 1
9	Parent Letter 2	9-11	Parent Letter 2
12	Conference with Dean, Attendance Contract will be required	12	Conference with Dean, Signed Attendance Contract will be required

Subsequent absences/tardies in elementary or middle school, and/or violation of Attendance Contract will result in further disciplinary action, up to and including dismissal.