

**Student Absences / Tardiness**  
***Frequently Asked Questions***

**What do I do if my student is unable to attend school; or will be late for school?**

If you know your student will be absent or tardy, for any portion of the day, please call (247-3141) prior to the start of the school day. Please note that you may speak to an individual OR leave a message; if leaving a message please clearly state the student name, the day of absence / tardiness, and the reason.

**What does my student do when he or she arrives late to MHS?**

Please check-into the main office to sign-in and receive a late pass. This late pass should be given to the classroom teacher upon arrival.

- ★ If a student arrives late, but prior to 7:45, the student will report to their Homeroom
- ★ If a student arrives after 7:45, the student will report to their Block 1 class

**What if my student is being dismissed during the school day?**

After communicating with the MHS Main Office, please have your student visit the MHS main office upon arrival to receive an 'early dismissal pass'.

- ★ This pass will be presented to the teacher at the time of dismissal (the Office will call into the classroom as needed)
- ★ ... and then prior to leaving the building, your student should sign out in the main office

**What if my student is at school but is late to their class?**

This will initially be handled by the classroom teacher, who will mark the student "Tardy to Class" (TC). The classroom teacher will/may do any of the following:

- Have a conversation with the student regarding the tardiness;
- communicate home regarding tardiness if it becomes a frequent occurrence;
- communicate with the Coach of Culture and Accountability and/or the student's counselor regarding student tardiness if it becomes a frequent occurrence;
- require the student to make up the missed class time if it becomes a frequent occurrence, has become a disruption to the classroom, and/or the student has missed valuable instructional time.

**What is considered an “Excusable absence”?**

***Excusable absence: A person's absence is excused when the absence is for the following reasons:***

- A. Personal health, including the person's physical, mental and behavioral health
- B. An appointment with a health professional that must be made during the regular school day
- C. Observance of a recognized religious holiday when the observance is required during the regular school day
- D. A family emergency
- E. A planned absence for a personal or educational purpose that has been approved
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection

This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.