Policy Title:	Student Attendance
Policy Reference:	
Policy Type:	■Company ☐Position ☐Other_____

Effective Date:	4/9/2025
Print Date:	10/30/2026

Description:

Regular attendance and punctuality are an integral and crucial part of the learning process. Students will be counted in attendance if they are actually present at school up to and including 8:20 a.m. until 3:30 p.m.

Allowed Absences: Three absences can be excused each quarter. Any absences after the three excused each quarter will count in the makeup time totals. (Exceptions can be made with administrative approval for extended absences due to illness or family medical emergencies.)
Allowed Tardies: Three tardies can be excused each quarter. Students are tardy when they arrive after 7:50 a.m. Any tardies after the three excused will count in the makeup time totals.
Teachers will track absences and tardies, which will be entered into Jupiter Grades daily. This is accessible online by the parent at any time. Parents will be notified of the absence and tardies by 9:00 a.m. via Jupiter Grades (frequency determined by parental settings) and by the end of the day via text message from Morning Star.

Attendance Will Be Calculated as Follows:

When a student arrives in the assembly hall in their class line between 7:45 and 7:50, they will be marked as present and on time. If a student arrives from 7:51 to 8:21, they will be marked as present but tardy. If a student arrives from 8:22 to 11:30, they will be marked as half day absent (marked as TA for Tardy Absence). Arrival after 11:30 is considered a full day absence.

1. Excused Absences
Excused absences will not have makeup time and fees applied. Up to three absences are excused per quarter. Any extended medical absences beyond the three may require a doctor's/dentist's note or an appeal to administration in order to be considered for excusal. Excused absences are absences that are caused by special situations which are out of the control of the parent. These special circumstances include, but are not limited to: medical emergencies, severe contagious illness, natural disaster, vacation (out of town), medical appointments, suspensions.

Children who have highly contagious illnesses (Chicken Pox, Measles, Strep, etc.) need to be kept home. **Children who become ill at school:** In the case of serious illness or injury (ie: broken bones, severe headache, throwing up, child is upset and miserable beacuse of the illness, or illness that is highly contagious to others), the parents will be required to pick up the child and that absence will be automatically excused. Late charges may apply to a child who becomes obviously/physically ill at school and is not picked up within 2 hours of contacting the parent.

Children who have infectious diseases such as Impetigo, Molluscum, Ringworm, Scabies do not need to be kept home but must have the infected area completely covered at all times and consistent treatment of the disease must be in place. To avoid the spread of the disease, if the child scratches underneath the covered area, the teacher will have the child wash their hands, the parent will be notified, and if necessary the parent will come to reapply ointment and/or bandage. Staff will not be asked to apply medication.

2. Excused Tardies
Students are tardy when they arrive after 7:50 a.m. Excused tardies will not need to be made up and will not have any fees. Three tardies are excused for medical emergencies or extraordinary circumstances beyond parental control each quarter. Anything in addition to these three tardies must be appealed on a case by case basis and at the discretion of the adminstration. Examples include a transportation problems/vehicle malfunction, health complications, or other serious family emergencies. Parents will need to notify the office or administration and let them know the reason for the tardy in order to get those tardies excused.

Business Model Consulting LLC ©2022

3. Make-Up Missed Work

A student who is absent is required to make up all course work missed. It is the parent's responsibility to obtain assignments from their teacher(s) upon returning to class immediately following an absence. Please be aware that teachers cannot ensure equivalent experiences are provided for students who miss class. The classroom experience is not easily duplicated; any absence results in loss of instruction. Please consider this carefully when arranging family trips, appointments, etc. The student will be given the number of days absent plus one additional day to make up all work missed. The teacher must verify that assignments have been made up.

4. Fines and Make up Time

For every absence that exceeds the allowed three per quarter, one hour of service or a $10 fee is required. For every tardy that exceeds the allowed three per quarter, 1/2 hour of service or a $5 fee is required. Service may be made up by either parent or student. If a student is doing makeup work, the parent is responsible for working out the supervision of the student. At the end of each quarter, any absences or tardies above the three allowed per quarter will need to be made up by the next quarter's midterm. Any absences and tardies not made up by then will be charged with student tuition. At the end of 4th quarter, any absences or tardies above the three allowed per quarter will need to be made up by the 4th quarter end of term. Any absences and tardies not made up by then will be charged to tuition. It is the responsibility of the parent to make sure all make up time is recorded. Suggested volunteer work: working in the lunchroom during lunch periods and clean up, correcting papers or doing projects for teachers, helping with field trips, teacher/classroom donations, and making treats for class parties.The cost of the treat will be counted towards make up time.

The following scale is per Quarter.

Absences	Level	Action
0	Honors	
1-2	Satisfactory	Mom will be notified of the student's absence
3	Needs Improveme	Mom and Dad will be notified
4+	Unacceptable	Each absence after 3 will accrue one hour of make up time or $10.00 for every hour not made up in time or donations.
4-8	Unacceptable	Mom, Dad, and Patriarch will be notified
9+	Probation	A meeting will be scheduled with the School's Executive Team Board
		and Patriarch to discuss if the student should continue to attend Ensign.

Tardies	Level	Action
0	Honors	
1-2	Satisfactory	Mom will be notified of student's tardy
3	Needs Improveme	Mom and Dad will be notified
4 or more	Unacceptable	Each tardy after 3 will accrue 1/2 hour of make up time or $5.00 per tardy after 3 for every 1/2 hour not made up in time or donations.

Purpose:

Regular attendance ensures that young children are exposed to a structured environment, which helps them develop social skills, routines, and a sense of responsibility. It also allows for continuous academic progress, as early childhood education lays the foundation for future learning. By attending regularly, children benefit from consistent interactions with teachers and peers, promoting emotional and cognitive growth.

Business Model Consulting LLC ©2022