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| Policy Title: | Student Attendance |
| Policy Reference: | |
| Policy Type: | <input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other |

| | |
|-----------------|----------|
| Effective Date: | 4/9/2025 |
| Print Date: | 8/9/2025 |

Description:

Regular attendance and punctuality are an integral and crucial part of the learning process. Students shall be counted in attendance if they arrive at school up to and including 8:05 a.m. until 11:35 a.m. for all half day morning K4 & K5 students. For half day afternoon K4 & K5 students it will be 12:15-3:30, and for grades 1st through 6th, it will be 8:20-3:30.

Allowed Absences: Ten absences each year. (Total of excused and unexcused)

Allowed Tardies: Ten tardies each year.

Teachers will track absences and tardies, which will be entered into Jupiter Grades daily, It is accessible online by the parent at any time. Parents will be notified of the absence and tardies by 8:30 am/12:30 pm via Jupiter Grades (frequency determined by parental settings) and by the end of the day via text message from Morning Star Preparatory Academy/Ensign Learning Center.

1. Excused Absences

Excused absences will not need to be made up and will not have any fees.

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 emergency, contagious illness, natural disaster, vacation (out of town), has an appointment, has been suspended.

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 because of the illness, or illness that is highly contagious to others) the parents will be required to pick the child up and that absence will be excused.

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 to others, 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.

Parents will need to notify the office or administration and let them know the reason for the absence in order to get those absences

2. Excused Tardies

Excused tardies will not need to be made up and will not have any fees.

Up to 3 Tardies may be excused for medical emergencies :

Examples: Mom is on maternity leave or having health complications or other emergencies. The student's tardy record up to that time needs to be exemplary. Parent's will need to notify the office and get those tardies excused.

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.

3. Make-Up Missed Work

An absent student is encouraged to make up all coursework missed. It is the parents' responsibility to obtain assignments from their teacher(s) upon returning to class immediately following an absence. Please be aware that teachers cannot ensure that equivalent academic experiences are provided for students who miss class. The classroom experience is not easily duplicated; any absence results in a 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 for the absence in order for this absence to be excused. The teacher must verify that assignments have been made up.

4. Fines and Make up Time

For every absence that exceeds the allowed ten per year, one hour of service is required or \$10. For every tardy that exceeds the allowed ten per year, ½ hour of service is required or \$5. Service may be made up by either parent or student.

At the end of 1st quarter, any absences or tardies above the 10 allowed per year will need to be made up by the 2nd quarter midterm. Any absences and tardies not made up by then will be charged with your tuition.

At the end of 2nd quarter, any absences or tardies above the 10 allowed per year will need to be made up by the 3rd quarter Midterm. Any absences and tardies not made up by then will be charged with your tuition.

At the end of 3rd quarter, any absences or tardies above the 10 allowed per year will need to be made up by the 4th quarter midterm. Any absences and tardies not made up by then will be charged with your tuition.

At the end of 4th quarter, any absences or tardies above the 10 allowed per year will be charged with your 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. Making treats when requested by the office. The cost of the treat will be counted towards make up time.

The following scale is per Year.

| Excused or Unexcused Absences | Level | Action |
|-------------------------------|-------------------|---|
| 0 | Honors | None |
| 1-5 | Satisfactory | Mom will be notified of student's absences |
| 6-10 | Needs Improvement | Mom and Dad will be notified |
| 11-14 | Unacceptable | Mom, Dad, and Patriarch will be notified |
| 15 | Probation | A meeting will be scheduled with School's Executive Team Board and Patriarch to discuss a plan of action. |

| Excused or Unexcused Tardies | Level | Action |
|------------------------------|-------------------|--|
| 0 | Honors | None |
| 1-5 | Satisfactory | Mom will be notified of student's tardies |
| 6-10 | Needs Improvement | Mom and Dad will be notified |
| 11+ | Unacceptable | Mom will be charged \$5 per tardy after 10 |

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.