

Attendance

Attendance Procedures

1. It is MESD's responsibility to keep accurate records and report to parents if irregular attendance does occur.
2. It is the parent's responsibility to make sure their students attend school regularly and contact the school if attendance reports indicate a problem.
3. It is the primary responsibility of the student to arrive at class on time and maintain regular attendance in all assigned classes. A student who is excused must still fulfill the school's requirements. Absence from school or class will be excused under the following circumstances:
 - a. Illness of the student;
 - b. Illness of an immediate family member when the student's presence at home is necessary;
 - c. Emergency situations that require the student's absence;
 - d. Field trips and district-approved activities;
 - e. Other reasons deemed appropriate by the administrator when satisfactory arrangements have been made in advance of the absence;
 - f. Medical (dental) appointments. Confirmation of appointments may be required.

Attendance Reporting Procedures

1. Teachers will accurately record attendance for each student in their class.
2. Absences will be monitored and appropriate action will be taken to ensure attendance.
3. Each school shall notify parents, guardians or persons in a parental relationship, by the end of the day if their child has an unplanned or unexcused absence.
4. School procedures for monitoring and reporting absences will be communicated to students, including publication in student handbooks where applicable.
5. Expectations and procedures will be communicated to parents/guardians during the enrollment process and at least annually by the method chosen by the parent/guardian.