

Attendance Due Process and Parent Appeal Procedure

Purpose

Mountainville Academy is committed to providing students and families with a fair, consistent, and transparent process when concerns arise regarding student attendance. The purpose of this procedure is to ensure that parents are informed of attendance concerns, provided an opportunity to address those concerns, and given an appropriate process to appeal a decision regarding disenrollment.

Step 1: Teacher Communication and Initial Notice

When a student's attendance becomes a concern, the student's teacher will communicate the concern to the parent or guardian.

The communication should:

- Identify the attendance concern.
- Review the importance of regular school attendance.
- Explain the potential academic and school-related impact of continued absences.
- Provide the parent an opportunity to share relevant information or circumstances affecting the student's attendance.
- Encourage the parent and school to work together to improve attendance.

The teacher will document the communication and any relevant information provided by the parent.

Step 2: Attendance Probation

If the attendance concern remains unresolved or the student's attendance does not improve, Mountainville Academy may place the student on **Attendance Probation**.

The school will provide the parent or guardian with a written Attendance Probation Letter that:

- Identifies the attendance concern.
- States the expectations for improved attendance.
- Explains that the student's attendance will be monitored during the probationary period.
- Provides notice that the student's case will be reviewed after **three (3) weeks**.
- Explains that continued inadequate attendance may result in disenrollment in accordance with applicable school policy and law.

The purpose of the probationary period is to provide the student and family with an opportunity to demonstrate meaningful improvement in attendance.

Step 3: Administrative Review of Attendance Probation

At the conclusion of the three-week probationary period, school administration will review the student's attendance during the probationary period.

Administration will consider the student's attendance record and relevant information provided by the parent or guardian.

Following the review, administration will make one of the following determinations:

1. **Attendance Progress Approved:** The student's attendance has demonstrated sufficient improvement, and the student may continue enrollment subject to the school's regular attendance expectations; or
2. **Disenrollment:** The student's attendance has not demonstrated sufficient improvement, and the student will be disenrolled in accordance with applicable school policy and law.

The school will provide the parent or guardian with written notice of the administrative determination.

Step 4: Disenrollment Notice and Parent Appeal

If administration determines that the student will be disenrolled because of inadequate attendance, the school will provide the parent or guardian with a written **Notice of Disenrollment and Right to Appeal**.

The notice will include:

- The effective date of disenrollment.
- The reason for the disenrollment.
- A summary of the attendance information considered by the school.
- The parent's right to appeal the decision.
- The deadline for requesting an administrative appeal.
- Instructions for requesting an appeal.
- The next level of appeal available through the school board.

The school will provide the parent with reasonable notice and an opportunity to exercise the appeal rights described in the letter.

Step 5: Administrative Appeal

A parent or guardian who wishes to appeal the disenrollment decision may request an appeal meeting with school administration within the timeframe identified in the Notice of Disenrollment and Right to Appeal.

During the appeal, the parent or guardian may:

- Explain circumstances related to the student's attendance.
- Provide relevant information or documentation.
- Identify information the parent believes was not adequately considered.
- Respond to the attendance concerns identified by the school.

Administration will review the information presented and make a final administrative decision regarding the student's disenrollment.

The school will provide the parent or guardian with written notice of the administrative appeal decision.

Step 6: School Board Appeal

If the parent or guardian disagrees with the final administrative decision, the parent may appeal the decision to the **Mountainville Academy School Board** within the timeframe and according to the procedures identified in the school's appeal notice and applicable school policy.

The School Board will review the appeal in accordance with applicable school policy and law and will issue its decision.

The School Board's decision will constitute the school's final level of appeal, except where additional rights or remedies are provided by applicable law.

General Fair Process Requirements

Throughout the attendance review and appeal process, Mountainville Academy will strive to:

- Apply attendance policies consistently and fairly.
- Provide parents with timely notice of significant attendance concerns.
- Give parents reasonable opportunities to communicate relevant information.
- Maintain accurate attendance records.
- Consider relevant information provided by the family.
- Provide written notice of significant decisions.
- Provide parents with the opportunity to appeal a disenrollment decision.
- Follow applicable school policies and state and federal requirements.

Nothing in this procedure limits any rights or protections provided to a student or parent under applicable federal or state law, including protections that may apply to students with disabilities or other legally protected circumstances.