

3201 Attendance Policy

1. Purpose

- a. The Laws of the State of Utah require students between the ages of six and eighteen to attend school unless they have graduated from high school (See Utah Code, 53A11101, 53A11102). The Utah State Board of Education and Maeser view on-time attendance as a critical element for student achievement success. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill.

2. Definitions:

- a. *Excessive Absenteeism*: “Excessive absenteeism” is being absent from school, or any individual class thereof, for more than 10 times in a term. This does not include excused school absences and school sponsored activities.
- b. *Excused Absence*: An “excused absence” is an absence that has been excused by the school administration. A student may be excused from school for a reasonable period of time for a death, severe illness, or injury in the immediate family. Prearranged absences may also be excused.
- c. *Unexcused Absence/Truancy*: A student is truant when they are absent from class without permission, regardless of whether they are on campus or not (“sluffing”, “cutting class”)
- d. *Medically Excused Absence*: When a student misses school because of a doctor (or other healthcare-related) appointment, and a note is provided, the absence is classified as “Medically Excused”. If a student misses several days of school due to illness, medical procedure, or other health related issues, they should provide a doctor’s note for attendance purposes.
- e. *Attendance Notification*: An “attendance notification” is an administrative notice to a student/parent and may require an appearance before the Dean or other designated school representative.
- f. *Residency*: Only students who have been appropriately registered may attend classes at Maeser.

3. Attendance Policy:

- a. Students are allowed any combination of six (6) tardies and/or excused absences per class, per term. Upon receiving a seventh (7th) tardy/excused absence in any class, the student will receive an NG.
- b. If a student receives one unexcused absence, they will automatically receive an NG in that class.
- c. Parents may excuse full-day absences within 10 school days after the date of the absence.

- i. Absences that are not excused within 10 school days must be made up in Attendance School to remove the NG.
 - ii. Parents should provide a note from a healthcare provider for all medically-excused absences.
 - iii. To excuse middle of the day absences please refer to the check-in/check-out procedures.
4. Tardies
 - a. Parents may only excuse first period tardies within 10 school days. In rare cases, teachers may excuse tardies (e.g., if students are getting extra help after class, or taking a test). Tardies excused by a teacher do not count toward accumulated tardies.
 - b. Students who are checked in late by a parent/guardian will be excused by the attendance secretary.
5. No Grades (NG)
 - a. Students who exceed the absence thresholds in a class will receive an NG in that class.
 - b. Students will not receive academic credit for an NG, unless the NG is made up in accordance with school policies and protocols.
 - c. NGs may be made up according to the attached protocol. NGs must be made up *no later than 14 school days after the end of the term in which they have been earned.*
6. Chronic Absences
 - a. Students with chronic attendance issues may be subject to the school discipline policy, which may include any or all of the following sanctions or disciplinary activities:
 - i. Meeting of school officials with parent(s) and student.
 - ii. Interventions (e.g., schedule changes, behavioral plan)
 - iii. Referral to youth court.
 - iv. Referral to juvenile court.
 - v. Withheld credit
 - vi. Expulsion from school
7. Family Vacations
 - a. If a family is planning a vacation or other extended period of absence, a "Family Vacation Pre-Approval" form must be completed and turned in to the front office.
 - b. *Students who miss Final Exams due to family vacations may not take their finals early. They will be given an Incomplete Grade ("I") and may reschedule the final exam at a later date.*
8. Procedures to Notify Parent

- a. Maeser has a system that automatically alerts parents of student absences on a daily basis. If a student is truant or has 5 absences in any class per term, Maeser Administration or another designated Maeser representative will make reasonable efforts to notify the student's parent(s) by telephone, mail, or personal communication.
9. 18 year-old Students
- a. Students who are eighteen (18) years-old still require a parent/guardian to check them out of school, and excuse absences and tardies.
 - b. Students who are eighteen (18) years-old may not sign their own permission forms for school activities (e.g., field trip permission forms)

NG Make-up Protocol (Not policy, so doesn't require Board approval).

NGs can be made up on Advisory Friday by going to the class in which a student has an NG. Estimated time? 20 minutes for one attendance "point"? 30 minutes?