



KARL G. MAESER PREPARATORY ACADEMY

TRUTH HONOR VIRTUE



Attendance Policy

Approved: August 16, 2016

Attached Protocols:

1. Attendance Reference Guide
2. Attendance School
3. Attendance Make-up with Teacher Form
4. Attendance Notification #1
5. Attendance Notification #2

Purpose

The Laws of the State of Utah require students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school (See Utah Code, 53A11101, 53A11102). The Utah State Board of Education views 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.

Definitions:

1. **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.
2. **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.
3. **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”)
4. **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.
5. **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.

6. **Residency:** Only students who have been appropriately registered may attend classes at Maeser.

Attendance Policy:

1. Absences
 - 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 absences within 10 school days of 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.
2. Tardies
 - a. Parents may only excuse first period tardies. In rare cases, teachers may excuse tardies (e.g., if students are getting extra help after class, or taking a test).
 - b. Excused first period tardies, or tardies excused by a teacher do not count toward accumulated tardies.
 - c. Students who are checked in late by a parent/guardian will be excused by the attendance secretary.
3. No Grades (NG)
 - a. Students who exceed the attendance 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 appropriate school policies and protocols.
 - c. NGs may be made up in Attendance School according to the appropriate 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.***
4. 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. Dismissal from school
5. 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.***
6. 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 representative will make every effort to notify the student’s parent(s) by telephone, mail, or personal communication.

Attendance Reference Guide

How to Excuse Tardies/Absences:

All attendance related questions should be directed to the Attendance Secretary (attendance@maeserprep.org, 801-235-9000)

A parent/guardian may excuse any first period tardy or absence within 10 school days. This may be done by phone, email, note, or in person.

When excusing your student with a note or email, please include the following:

- Student name
- Date of the absence
- Time and date the note was written
- Reason for absence
- Specific class periods missed.
- Signature (if a note)
- Phone number where parent/guardian can be reached during the day
- Healthcare provider's signature (if applicable)

Fraudulent excusing of tardies/absences by students will result in school discipline.

PowerSchool Attendance Codes

- T-Tardy
- O-Excused Tardy (Does not count towards attendance thresholds)
- X-Unexcused Absence
- E-Excused Absence
- A-Excused Absence for School Activity (Does not count towards attendance thresholds)
- M-Medically Excused Absence (Does not count towards attendance thresholds)
- V-Pre-Approved Vacation Absence (Does not count towards attendance thresholds)
- S-Sluff (Used for administrative tracking, but counts the same as an unexcused absence for Attendance School)

Procedure for Checking Out a Driving Student

If a parent wishes to check out their student, but the student will be driving him/herself off campus, parents must email the Attendance Secretary (attendance@maeserprep.org) and include the following information:

- Student name
- Time they need to be checked out
- Reason

Parents must also call the front desk close to the time when they are to be checked out so the front desk can call the student out of class. For safety reasons, students cannot simply leave class at a certain time without being called out of class by the front office.

Students who will be driving themselves off campus after being checked out must sign out at the front desk. If they return to school, they must check-in at the front desk before returning to class.

Please note that for safety and liability reasons that in these cases we cannot excuse a student's absence without an email ahead of time.

Attendance School

August 8, 2016

1. Attendance Expectations
 - a. Maeser expects students to regularly attend all their classes, and to be on time.
 - b. Maeser expects teachers to take attendance regularly to help maintain accurate attendance records.
2. Making Up Attendance
 - a. Students may make up their attendance as follows:

Tardy/Excused Absence beyond the allotted amount	25 minutes (one "session")
Unexcused absence	50 minutes (two "sessions")

3. Attendance School
 - a. Attendance School will be held Monday through Thursday during lunch in the Biology room (RM 151).
 - i. For each tardy/unexcused absence above the threshold, students must attend one Attendance School
 - ii. The cost for Attendance School is \$2.00 per lunchtime session and **MUST** be paid to the front office before attending. The front office will provide a receipt which will be the student's ticket for participating in attendance school
 - iii. Students will be required to sign in and out in order to get credit for participating in Attendance School. Each session will run from 11:05-11:30. **Any student who has not signed in by 11:10 will not get credit for attending.**
 - iv. **While in attendance school, students may not socialize with friends or other students. They are allowed to work on homework assignments, study, or read. Cell phones and/or personal electronic devices are not permitted once attendance school has begun.**
 1. Students who do not follow the rules of Attendance School will not receive credit towards making up their missed attendance.
4. Attendance Make-up with Teacher Option
 - a. Students may obtain teacher permission to make up their attendance by going to that teacher's room for the required time. The same behavioral standards and time requirements as regular attendance school apply. There is no fee for this option.
 - b. Students can only make up attendance with a teacher by working with the teacher whose class they have missed.
 - c. Students will be required to submit a completed "Attendance School with Teacher" form to the attendance secretary in order to receive credit.
 - d. Students can only make up attendance with a teacher after school.

- e. Teachers are under no obligation to meet with students after school for the purpose of making up attendance.

The school may, at its discretion, hold a quarterly attendance make-up on a Friday prior to the end of the quarter. The cost to attend the Friday afternoon attendance school will be \$5.00 per hour. When offered, the special end of term attendance school session will run from 12:00 p.m. to 4:00 p.m.

All attendance sheets will be submitted and stored at the front desk

Attendance Make-up with Teacher

Student Name: _____ Teacher Name: _____

Date: _____ Time In: _____ Time Out: _____

Date of Tardy/Absence being made up: _____

Teacher Signature: _____

Recorded by Attendance Secretary: _____

****25 minutes is required for each tardy/excused absence****

****50 minutes is required for each unexcused absence****

Attendance Notice #1

Date:

To the Parent(s) of:

This is a courtesy notification that your student has 5 or more absences this term. We realize that some, or all, of these absences may have already been excused (if not, please take a moment to call and excuse their absences, if necessary). We just want to make sure that you are aware of your student's attendance.

We invite you to contact Maeser to discuss any concerns or extenuating circumstances that you might have regarding your student's attendance record. Please know that we are here to help you and that we take our responsibilities very seriously. Let us know how we can help!

Sincerely,

Maeser Administration

Attendance Notice #2

Date:

To the Parents of:

You are receiving this notice because your student has 10 or more absences this term. Utah state code requires that we notify you when student absences become excessive. These absences result in your student missing important instruction, which is critical to his/her success in school.

We realize that, occasionally, situations arise when a student may miss more school than normal (e.g., an extended illness). Please contact us right away if this is the case with your student, or if there are other extenuating circumstances we may not be aware of.

We hope that with your support, necessary changes will take place and your student will find success in school.

Sincerely,

Maeser Administration