

3201 Attendance and Tardy Policy

Purpose

Consistently attending school provides students with access to important educational principles, as well as healthy peer interactions and a network of invested and nurturing adult mentors. The opportunities lost through student absence and tardiness leave learning and social-emotional gaps that are difficult to fill. Students with excessive or chronic absences often struggle academically.

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 absences for school-sponsored activities.
2. **Excused Absence:** An “excused absence” is an absence that has been excused by a parent or legal guardian.
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 (i.e., “sluffing”, “cutting class”)
4. **Medically Excused Absence:** When a student misses school because of illness or a healthcare related appointment, the absence is classified as “Medically Excused”.
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.

Attendance Policy:

1. Absences
 - a. Students who miss class will be marked absent.
 - i. Parents may excuse absences in accordance with this policy and state law. See the Attendance Notification Procedure for additional details
 - ii. Parents are responsible for notifying the front office when their student misses class within 10 days of the absence by calling the main office at (801) 235-9000 or emailing attendance@maeserprep.org.
 1. It is the parent’s and student’s responsibility to coordinate with teachers to make up any missed school work. See the Late Work Policy for additional details.
 - b. Maeser maintains attendance records, and may use these records to help identify students who are struggling academically.
2. Tardies
 - a. Students are expected to arrive on time to all their classes.
 - b. If a student is late to class, they will be marked tardy.
 - c. Students who are checked in late by a parent/guardian will be excused by the attendance secretary.
3. Chronic & Excessive Absenteeism
 - a. Students with chronic and/or excessive attendance issues may be subject to the school discipline policy, which may include any or all of the following sanctions or disciplinary actions:
 - 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. Expulsion from school.
4. 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 within two weeks of the next term, including summer school and Winterim.***
5. Notification
- 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.
6. 18 year-old Students
- a. Students who are eighteen (18) years old still require a parent/guardian to check them out of school, and to excuse absences and tardies.

Appendix 1: Vacation Pre-approval Form

Student's Name: _____ Today's Date: _____

Reason for absence:

Dates student will be absent from school:
1st day absent from school: _____

1st day returning to school: _____

Student agreement: I understand I am responsible for my school-work missed during my absence and the deadline for submission.

Please have all your teachers sign below. Submit form to office when complete.

Student Signature Date

Parent/Guardian Signature Date

Director Approval Date

Teacher Acknowledgment: Please initial next to the student's class to verify that the student is aware of their missing work and plan to remediate with deadline.

Teacher Signatures

1st Period: _____

2nd Period: _____

3rd Period: _____

4th Period: _____

5th Period: _____

6th Period: _____

7th Period: _____

8th Period: _____