

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.
- b. 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.

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 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 excuse only first period tardies.
 - i. First period tardies must be excused 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)

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NG Make-up Procedure

1. Attendance/NG thresholds
 - a. If a student receives seven (7) attendance points in a particular class during the course of the term, the student will have an NG.
2. Attendance Points
 - a. One (1) Attendance Point is given for each of the following:
 - i. Unexcused tardy
 - ii. Excused tardy
 - iii. Excused absence
 - b. Seven (7) Attendance Points are given for each of the following:
 - i. Unexcused absences
 1. Skipping or “sluffing” class is an unexcused absence.
3. Notification of Student NGs
 - a. Students will be notified when they have crossed the NG threshold. Notifications may include, but not be limited to:
 - i. PowerSchool notification
 - ii. Email to their school account
 - iii. Email to parents/guardians
 - iv. Paper notices distributed during class
4. Making Up NGs
 - a. Students may make up NGs by attending Advisory Friday and *going to the class in which they have the NG.*
 - b. Students can collect an NG Make-Up Form in the front office.

- c. Students must take the NG Make-Up Form with them to the class in which they have the NG.
- d. For every 30 minutes a student spends in the class, they can remove one (1) Attendance Point.
 - i. Students cannot “double-dip”, meaning that if they are already required to come to Advisory Friday to take a test, retake a test, or are otherwise required to come to that class, that time may not be counted towards their Attendance Points.
- e. Students must get the teacher’s signature on their NG Make-Up Form.
- f. Students must submit their completed NG Make-Up Form to the front office.

Excusing Absences & Tardies

Maeser’s Attendance Secretary is the appropriate point of contact for all attendance-related questions. You can email the Attendance Secretary at attendance@maeserprep.org. or call at 801-235-9000.

1. Absences
 - a. Unless a student has been checked out by a parent/guardian ahead of time, absences in individual classes cannot be retroactively excused.
 - b. Parents can excuse all day absences within 10 school days of the date of the absence calling the main office at (801) 235-9000 or emailing attendance@maeserprep.org.
2. Tardies
 - a. A parent/guardian may excuse any first period tardy within 10 school days. This may be done by phone, email, or note.
3. Excusing absences & tardies
 - a. When excusing your student with a note or email, please include the following:
 - i. Student name
 - ii. Date of the absence
 - iii. Time and date the note was written
 - iv. Reason for absence
 - v. Specific class periods missed.
 - vi. Signature (if a note)
 - vii. Phone number where parent/guardian can be reached during the day
 - viii. Healthcare provider’s signature (if applicable)
 - b. Fraudulent excusing of tardies/absences by students will result in school discipline.

For reference: PowerSchool Attendance Codes

- T-Tardy
- O-Excused Tardy (Does not count towards absence thresholds)
- X-Unexcused Absence
- E-Excused Absence

- A-Excused Absence for School Activity (Does not count towards absence thresholds)
- Q-Absence that has been made up in Attendance School
- M-Medically Excused Absence (Does not count towards absence thresholds)
- V-Pre-Approved Vacation Absence (Does not count towards absence thresholds)
- S-Sluff (Used for administrative tracking, but counts the same as an unexcused absence for Attendance School).

Checkout Procedure

Once a student arrives on school property, the student becomes the responsibility of the school.

1. Checking out a student
 - a. Any student who leaves the campus must be excused from the attendance office before leaving campus.
 - b. For safety reasons, parent/guardians must come into the office, present a picture ID, and sign the check-out form in the main office.
 - c. Procedure for Checking Out a Driving student:
 - i. 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) or send a note and include the following information:
 1. Student name
 2. Time they need to be checked out
 3. Reason
 - ii. Parents should 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.
 - iii. 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 need to check-in at the front desk before returning to class.
2. For safety reasons, students cannot simply leave class without being called out of class by the front office.
3. Checking in a student
 - a. When a student comes to school late, they must check in at the front office and present documentation from a parent/guardian in one of the following ways:
 - i. A note
 - ii. An email
 - iii. A phone call
 - b. When a student is returning to school after previously having been checked out, they can simply return to the front office and check themselves in.
 - c. The email or note will act as the parent's signature.
4. **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.**

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 Acknowledgement: 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: _____