

3201 Attendance and Tardy 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 established procedures. 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.*
 - c. Maeser does not grant Vacation exemptions during Winterim. While families may choose to take their student out of school during Winterim, due to the concentrated, shorter Winterim period, those absences will be counted and treated as excused absences.
- 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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