

# LOGAN HIGH SCHOOL ATTENDANCE POLICY

## "EVERY DAY EVERY CLASS COUNTS"

### P U R P O S E

- Promptness is a necessary life skill. It is also a part of good manners; it is favorable for job security, reputation, and influence. Logan High wants to replicate what happens in the working world when it comes to promptness.
- The foundation for learning and earning credit for graduation rests upon regular school attendance and punctuality. A natural consequence of absence from the classroom is reduced academic performance.
- To follow the attendance law for the State of Utah, (Utah Code 53-A-11-101.7) a designated school administrator may issue a Notice of Truancy to a student, twelve (12) years of age or older, who has been truant (absent without a valid excuse) five (5) times during the school year, or a Habitual Truant Citation to a student, twelve (12) years of age or older, who has been absent without a valid excuse for ten (10) or more times.
- Knowing where students are and concerns about their safety during the school day are important to Logan High.

### R A T I O N A L E

- Research shows a dramatic correlation between attendance and a student's success in school. A similar correlation exists with tardiness.
- Attendance is a partnership between family and school to help students succeed.
- Students who are absent from or tardy to class infringe upon the rights of other students and their teachers by disrupting the flow of the instructional program, causing teachers to unnecessarily repeat information previously taught.

### D E F I N I T I O N S

**Absence** Anytime a student is not in attendance in the classroom to which he/she has been assigned.

**Credit Restoration** An opportunity for students to restore credit and do homework

**Late Tardy** A student arriving to class more than ten minutes after the tardy bell has sounded.

**Pinnacle** Attendance tracking program which provides communication to parents and guardians.

**Quarters** Each school year is divided into four grading periods (2 quarters per semester)..

**Semesters** The school year is divided into two semesters consisting of two quarters each.

**State Valid Excuses** (See Utah Code 53A-11-101.9)

1) Illness

2) Death of a family member or close friend

3) Medical appointment

4) Family emergency

5) Approved school activity

6) Pre-approved family activity or travel (consistent with Logan City School District Policy JEA). In determining whether to pre-approve a family activity or travel as a valid excuse, the school shall approve the absence if the school determines that the absence will not adversely impact the student's education.

7) An absence permitted by a school-age minor's: a. individualized education program, pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended; or b. accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973

8) Other absences may be considered as valid excuses by the school.

**Tardy** A student arriving to class between zero and ten minutes after the tardy bell has sounded.

**Late Tardy** Arriving to class late after 10 minutes.

**Truancy/Sluff** An intentional unauthorized absence from compulsory schooling. Absences caused by students of their own free will and does not refer to legitimate, state valid excuses. Unverified single period absences will be considered truanies. Leaving class without teacher's permission. ABSENCES not excused within '5' school days.

**Withheld Credit** Students will have credit withheld for each class that is not made up by Credit Restoration.

### S T U D E N T E X P E C T A T I O N S

1) Attend all classes.

2) Be on time for each class and ready to work. Have homework completed and ready to hand in.

4) Check in with the attendance secretary if arriving after school begins or check out with the secretary if leaving the school grounds for any reason during the school day.

5) Have a hall pass, destination pass, tardy admit slip if out of an assigned class. If not, it's an automatic truancy.

### A B S E N C E P R O C E D U R E

**1.0** Parents will excuse absences within five (5) school days of a student's return to school. They may also excuse

students before or at any time during an absence.

**1.0.1** Parents may excuse students by personal visit, signed note, phone call to the attendance office.

**1.0.2** Parents/Guardians are encouraged to use the web absence form when filling out an excused note.

**1.0.3** Absences, which are not excused within five (5) school days of a students return to school, will be counted as a truancy. Parents/Guardians need to let the attendance secretary know what kind of the "8" State Valid Excuse they will be using to excuse their child? (**See first page State Valid Excuses**)

**1.1** The administration and attendance secretaries will closely monitor excessive state valid absences and excuses as well as excessive attendance patterns.

**1.2** Teachers are required to complete attendance records on Pinnacle by 3:30 p.m. each school day. Teachers are encouraged to enter class attendance onto Pinnacle each period. This will facilitate daily communication home.

## **TARDY/LATE TARDY P R O C E D U R E**

**2.0** Any combination of **TARDY** or **LATE TARDY** over **three (3)** per class, per quarter shall be considered excessive and will result in withholding of credit for that class until credit is made up by going to Saturday Credit Restoration. Restoration will **start with the fourth (4<sup>th</sup>) TARDY/LATE TARDY per class, per quarter.**

**2.1** Thirty minutes of Credit Restoration is required to make up each tardy or late tardy after three **TARDIES** per Class, per quarter.

**2.2** Students will make up all **TARDIES** by attending Saturday Credit Restoration during the quarter in which credit was withheld and the following quarter. If this occurs in the 4<sup>th</sup> quarter, seniors needing to make up **TARDIES** to graduate must do so prior to graduation. Failure to restore credit within the specified time will result in permanent loss of credit, which may prevent graduation.

**2.3** Parents/Students will be notified two different ways for their credit restoration time and date. (1st) The schools automated call home will call on Tuesday and Thursday evenings to inform time and dates of Saturday Credit Restoration. (2nd) Credit Restoration sheets will be handed out to each student every **TUESDAY** morning on or before the 3<sup>rd</sup> hour.

**2.4** A student/parent may appeal **TARDIES** to the administration if he/she feels there are extenuating circumstances for a tardy. All appeals must take place within five school days of the original reported **TARDY**. Administration or their designee will respond to the student/parent within five working days.

**2.5** Each period, after the tardy bell has sounded, there will be a "sweep" of the school halls by teachers / admin / school security. Students not in their appropriate class on time must immediately go to class and fill out the Class **TARDY** Sign In Sheet acknowledging their type of **TARDY** and reason for it.

**2.6** The administration, attendance secretary will closely monitor excessive tardies.

## **T R U A N C Y P R O C E D U R E**

**3.0** A student who is marked truant will automatically have credit withheld and must attend Saturday Credit Restoration for each truancy that is marked; sixty minutes for each truancy in any class.

**3.1** **TRUANCY** tickets may also be issued by law enforcement, which may results in a monetary fine.

**3.2** Students will make up all **TRUANCIES** by attending Saturday Credit Restoration during the quarter in which credit was withheld and the following quarter. If this occurs in the 4<sup>th</sup> quarter, seniors needing to make up **TRUANCIES** must do so prior to graduation. Failure to restore credit within the specified time will result in permanent loss of credit which may prevent graduation?

**3.3** Parents/Students will be notified two different ways for their credit restoration time and date. (1st) The schools automated call home will call on Tuesday and Thursday evenings to inform time and dates of Saturday Credit Restoration. (2nd) Credit Restoration sheets will be handed out to each student every **TUESDAY** morning on or before the 3<sup>rd</sup> hour.

**3.4** A student/parent may appeal **TRUANCY** to the administration if he/she feels there are extenuating circumstances for a **TRUANCY**. All appeals must take place within five school days of the original reported **TRUANCY**. Administration or their designee will respond to the student/parent within five working days.

**3.5** The administration, attendance secretary will closely monitor excessive Excused and Unexcused Absences.

## **C R E D I T R E S T O R A T I O N P R O C E D U R E**

**4.0** Credit Restoration provides students with the opportunity to restore credit lost from tardies, late tardies, and or truanicies. Students may only earn up to a total of four hours of restoration per Saturday Credit Restoration.

**4.1** Cost for Credit Restoration will be \$5 per session. This fee goes to the PROCTORS that run each session.

**4.2** If a student can not pay the \$5 S.C.R fee the administration will assign work within the school.