

...creating lifelong learners

Attendance Policy

Attendance

Our mission at Mount Logan Middle School is to <u>ensure all</u> students leave our school ready to create a positive future for themselves and their community. We are committed to helping each student be successful! Daily school attendance is a critical factor to a student's success at school. Our desire is to help support and encourage students and families in achieving good attendance. Research conducted by *Attendance Works*, has concluded that students who chronically miss school for any reason, are more at-risk for low academic achievement and for dropping out of school. Students are at-risk when missing just 4-5 school days per quarter during the year. Student attendance policies are governed by Utah State Code 53G-6-202.

Absences

Absences are categorized by those having a valid excuse and not having a valid excuse. Each of these types of absences can have an adverse effect on a students' education over time. However, we recognize that student absence can be due to factors outside of student and family control such as illness and family emergencies.

- Valid Excuse Absences of this type are <u>excused</u>. This type of absence can be due to medical and dental appointments, mental health, death or bereavement, an approved extra-curricular school activity, approved 504 or IEP health plan, and pre-arranged absences.
- **Not Valid Excuse** Absences of this type are <u>unexcused</u>. This type of absence is due to any reason other than those that have a valid excuse. An unexcused absence is given when a student misses a class period or full school day without a valid excuse from a parent/guardian.
- A parent/guardian should contact the attendance office to excuse any absence by phone, email, or note as soon as possible. Planned absences should be coordinated with the attendance office and teachers.
- Absences can only be excused for up to 5 school days following the absence.
- A student's classroom citizenship grades may be impacted by having unexcused absences.

COVID -19

We encourage students who are exhibiting symptoms to stay home. Parents/guardians may excuse students as they deem necessary. Absences due to COVID-19 diagnosis, or quarantine, will not result in penalties for the student. All other attendance expectations will remain in effect (Logan City School District Return to School Plan).

Late Arrival to School

All students arriving late to school should check-in at the attendance office. Students who have a written and valid excuse will be given an admit slip and an "excused tardy". Students who are late without a written and valid excuse will be given a hall pass and marked tardy.

Student Check-Out

If it becomes necessary for a student to leave school for any reason during the school day, they must be checked out in-person, by a legal parent/guardian or emergency contact. Photo id is required. Students may not be checked - out by phone or through email, note or text.

Tardy

A tardy is given when a student is not in the assigned classroom, in the assigned seat and ready to learn when the bell rings. Consequences for excessive tardiness could include the following.

- Teacher/Student Conference A teacher can assign a time for the student to make-up the tardy with them.
- School Tardy Restitution A student is assigned a tardy restitution class for having 3 or more tardies in a week. Restitution class is held each Tuesday from 3:40 4:25 pm.
- Ongoing Tardy Problem Students who remain chronically tardy, will be assigned to meet with an administrator to implement ongoing interventions.

Truancy

Truancy is defined as a student not being present in an assigned class or location during the school day. A truancy is entered as an "S" (sluff) code in the Aspire attendance system. This code will cause an automatic parent/guardian phone call notification. Habitual truancy could result in interventions such as conferences, an attendance success plan, and staying after school for missed time. Examples of truancy include the following.

- not being present in a class and/or without a hall pass
- leaving campus for any reason without being properly checked-out by a parent or guardian
- misusing a hall pass to use a cell phone, meet up with friends and others, or be out of class for an extended period of time

Excessive Absences

MLMS will identify students who consistently miss school without a valid excuse and work with these students and their families to improve attendance.

- 5 Full Days Absent (35 class periods) A notification letter and attendance record are sent home.
- 5 + Full Days Absent School level interventions and supports will be applied.
- **10 Full Days Absent (70 class periods)** A second notification letter and attendance record are sent home. The school will request that the student and parent(s)/guardian(s) schedule a meeting with the grade level principal to implement a student success plan and determine the next best steps.

Hall Passes

Students may have 3 hall passes each term in each class to use the restroom, get drinks, call home etc. Hall passes are given at the discretion of the teacher or staff member.

School Calendar

The Logan City School District calendar has been attached for your convenience.

LOGAN CITY SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR

			JU	LY'	21				_ /	AUG	US	T '2			
July 4 - Inpendence Day	S	М	Т	W	TH	-	S	S	М	Т	W	TH		S	August 2-4 New Teacher Induction
July 24 - Pioneer Day			⊢	⊢	1	2	3	1	2	3	4	5	6	7	August 11-17 - Teacher Work Days
	4	5	6	7	8	9	10	8	9	10	11	12		14	August 17 - Orientation 6th/9th Graders
	11	12	13	14		16		15	16	17	18		20	21	August 18 - First Day of School
	18		20	21	22		24	22	23	24	25	26	27	28	4
	25	26	27	28	29	30	31	29	30	31					1
	SEPTEMBER '21							OCTOBER '21							
Sept 6 - No School Labor Day	S	М	Т	w	ТН	F	s	S	М	Т	w	ТН	F	s	Oct 1 - 1/2 Day (Sec PD, Elem-Prep)
	ㄴ	_	L	1	2	3	4						1	2	Oct 13- No School Teacher PD/Data Dive
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	Oct 14-15 - No School Fall Break
	12	13	14	15	16	17	18	10	11	12	13	14	15	16	Oct 22 End of Term / Half-Day
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	(Sec Prep, Elem PD)
	26	27	28	29	30			24	25	26	27	28	29	30	
21								31							1
		No)/E	MDI		24				-0-	MD	- D	104		
				MB							MB			0	
Nov 24-26 - No School Thanksgiving Break	S	M	T	3	TH	F	S 6	S	М	T	W	TH		S	Dec 10 - No School Teacher PD/Data Dive
	Ι.	1	2	-	4	5		-		-	1	2	3	4	Dec 20-31 - No School Winter Break
	7	8	9	10		12		5	6	7	8	9	10	11	
	21	15 22	23	17 24	18 25	19 26		12	13 20	21	15 22	16 23	24	18 25	
18	28	29	30	24	25	20	21	26	27	28	29	30	31	23	1:
				JAR							UA				
Jan 14 - End of Term / Half Day	S	М	T	W	TH	F	S	S	М	T		TH		S	Feb 4 - Half day (Sec PD, Elem Prep)
Jan 14 - Half Day (Sec Prep, Elem PD)	H						1		_	1	2	3	4	5	Feb 18 - No School Teacher PD/Data Dive
Jan 17 - No School Martin Luther King Day	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Feb 21 - No School Presidents Day
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
20	23	24	25	26	27	28	29	27	28						
20	30	31	_	_	_	_	Ш								1
			MAI	RCH	'22					AP	RIL	'22			
Mar 18 - End of Term / Half Day	S	М	Т	w	TH	F	S	S	М	Т	w	ТН	F	s	April 4-8 - Spring Break
Mar 18 - Half Day (Sec Prep, Elem PD)	L		1	2	3	4	5						1	2	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
	1	14	15	16	17	18	19	10	11	12	13	14	15	16	
	13	146	_					17	18	19	20	21	22	23	
	13 20	21	22	23	24	25	26								1
23			_	23 30	24 31	25	26	24	25	26	27	28	29	30	1
23	20	21	29	30	31	25	26	24	25				29	30	1
	20 27	21 28	29 M.	30 AY '	31					JU	NE	'22			
May 27 - Last Day of school 1/2 day	20 27 S	21 28 M	29 M. T	30 AY '	31 22 TH	F	S	24 S	25 M		NE W	'22 TH		S	June 1 - School PD/Team Time
May 27 - Last Day of school 1/2 day May 30 - Memorial Day	20 27 S 1	21 28 M 2	29 M T 3	30 W 4	31 22 TH 5	F 6	S 7	S	М	JU	NE W	'22 TH	F 3	S 4	June 1 - School PD/Team Time June 2 - School PD/Team Time
May 27 - Last Day of school 1/2 day May 30 - Memorial Day	20 27 S 1 8	21 28 M 2	29 M T 3	30 W 4 11	31 TH 5	F 6	S 7 14	S 5	M 6	JU T	W 1 8	'22 TH 2	F 3 10	S 4 11	June 1 - School PD/Team Time
May 27 - Last Day of school 1/2 day May 30 - Memorial Day May 31- Teacher Work Day	20 27 S 1	21 28 M 2 9 16	29 M. T. 3 10	30 W 4	31 TH 5 12	F 6 13	S 7 14 21	S	М	JU T 7 14	NE W 1 8	'22 TH	F 3 10	S 4	June 1 - School PD/Team Time June 2 - School PD/Team Time