



## Attendance Policy

### Attendance

Our mission at Mount Logan Middle School is to **ensure all** 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 excused. 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 unexcused. 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.

