

WEST JORDAN MIDDLE SCHOOL

ATTENDANCE POLICY

RATIONALE

The philosophy of West Jordan Middle School is that the explanations, clarifications and discussions that take place in the classroom are invaluable components of the learning experience, and that a natural consequence of absence from the classroom is reduced academic performance. Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The goal of West Jordan Middle School attendance procedures is to increase student success by encouraging daily attendance and make up of work missed due to absence, and by helping students develop responsibility in preparation for attendance expectations in their future.

Reasons for which an absence may be excused:

- Illness (verified by doctor note provided to Attendance Office *if absences become excessive*)
- Medical appointments (provide doctor note to Attendance Office from dentist/orthodontist/doctor)
- Family wedding, family emergencies
- Death of family member or close friend
- Family activity or travel consistent with district/school policy (Educational Leave)
- Court Appearance

RESPONSIBILITIES:

Parent

- Ensure that their student attends regularly and on time.
- Notify attendance office in case of legitimate absence.
- Notify attendance office prior to student being checked in and checked out.

Student

- Be in school regularly and on time.
- Arrive to each class on time.
- Collect work missed due to an absence.
- Obtain a check-in/check-out slip when leaving or returning to school.

Teacher

- Greet students at your door
- Be in class and ready to begin when the tardy bell rings.
- Be Consistent: Enter attendance/tardies **each** period.
- Start each class with an activity that engages each student such as a self-starter or bell ringer. Remember, if students earn points for this opening activity/quiz, they must be given the opportunity to make up those points *if they have an excused absence*.
- Make parent contact prior to referral to assistant principal.

Administration

- Be present in the halls during class changes.
- Notify parents if attendance is irregular or if there are excessive unexcused absences.
- Develop procedures and guidelines that promote good attendance.
- Provide rewards for good attendance and consequences for poor attendance.

ATTENDANCE CODES		
Code	Description	Definition
A	Absence	The student was absent and the school received no call or note from the parent or guardian
D	In-School Suspension/Detention	The student has been placed in in-school suspension/Lunch detention
E	Verified Excused Absence	The student was absent and is considered excused because of illness, medical, or dental appointment <u>verified by a note from the doctor</u> , death or funeral of family member, court appearance, family wedding, etc.
G	Guardian Knowledge	The student was absent and is considered excused because the parent or guardian provided a call or note. This excuse is not considered excused by the Truancy Court or Jordan School District in the case of excessive absences.
H	Home and Hospital	The student is receiving educational services at home due to extended illness, injury or disciplinary placement.
I	Check in	The student was absent during the beginning of the day or period and checked out with a valid & verified excuse.
J	Testing/SEOP	The student was out of class due to school testing or SEOP
K	Detention/Crisis Center	This student is being held in a county detention center. Student MUST be excused from class assignments.
L	Excused/Made up Tardy	The student came to class late with a valid and verified excuse or has made-up a tardy.
N	School Activity	The student is out of class due to a school sponsored activity.
O	Check out	The student was absent during the end of the day or period and checked out with a valid and verified excuse.
S	Suspension	The student is out of school on suspension.
T	Tardy	The student came to class 10 minutes or less late
V	Vacation/Educational Leave	The student is absent due to a prearranged vacation or educational leave.
X	Counselor Conference	The student is in a conference with a counselor.
Y	Administrative Conference	The student is in a conference with an administrator or office personnel.
Z	Verified Truancy	The student was truant (sluffing) and the truancy (sluff) was verified.

SCHOOL-WIDE TARDY POLICY:

Students are expected to be in their assigned seat in the appropriate classroom with their materials, ready when the tardy bell rings. Students will have no penalty for the **FIRST** tardy in each class, each quarter. After receiving their penalty-free tardy in each class, any additional tardy will affect the student's citizenship grade. Tardies may affect other aspects of a student's grade – see your student's individual teacher disclosures for additional information. A citizenship grade may reflect other behavior factors besides tardies such as class behavior, attitude, and attendance.

H = Honors S = Satisfactory N = Needs Improvement U = Unsatisfactory

0-1 Tardies = H 4-5 Tardies = N
2-3 Tardies = S 6 + Tardies = U

SCHOOL-WIDE MAKE-UP WORK POLICY:

- It is the student's responsibility to ask teachers for assignments missed due to an excused absence (*Any attendance code except "Z" – a verified truancy or sluff – will be considered "excused" for make-up work purposes.*)
- Students will be given as many school days as they are absent – *plus one* – to turn in all late work following an excused absence.
- Make-up work turned in after the policy listed above will be subject to the late work policy found in each individual teacher's disclosure statement.

STUDENTS WHO SLUFF A CLASS WILL RECEIVE 0% ON ANY ASSIGNMENT DUE IN THAT CLASS THAT DAY.