

# Attendance Standards

Schools and parents should expect students to be in regular attendance, be punctual, be appropriate in their conduct at school, and be responsible for their behavior. There is abundant research that correlates student attendance to higher test scores and the reduction of at-risk behaviors.

Utah compulsory attendance laws require a parent or guardian to insure the on-time attendance of their children on a regular basis. Lehi Junior High School believes that students should be in class every day. One of the most significant factors affecting school success is regular attendance. Students have a tremendous responsibility in the education process. Learning requires a responsive student. They must be in their classes on time and prepared to learn (homework completed, necessary books and supplies ready.) Absenteeism also places a burden on teachers. Re-teaching lessons and preparing makeup materials for absent students uses valuable teaching time and deprives those students who attend regularly.

For these reasons, Lehi Junior High School has established the following attendance policy as a portion of the standard for receiving credit.

- Five (5) absences (excused or unexcused) in any class per term= a grade of NC (no credit) for that class.
- Four (4) tardies (excused or unexcused) in any class per term= a grade of NC (no credit) for that class.
- One (1) truancy in any class= a grade of NC (no credit) for that class per term.

School excused absences for field trips and extra curricular activities do not count against a student.

**Students must make up absences by attending attendance school on Mondays from 2:00 to 3:00 pm. It is expected that students will bring and work on schoolwork while in attendance school. If a student does not come prepared to work for the hour, they will not be permitted to attend.**

The expectation for attendance school is as follows:

- One hour per absence over the allowed number (in each class) i.e. 5<sup>th</sup> absence = one hour of make up, 6<sup>th</sup> absence = another hour of make up, etc.
- One half hour per tardy over the allowed number (in each class) i.e. 4<sup>th</sup> tardy = .5 hour make up, 5<sup>th</sup> tardy = another .5 hour make up, etc.
- Two hours per truancy (in each class)

School attendance is a student/parent/school responsibility. Lehi Junior High School provides immediate computerized attendance information. Parents may check attendance through the school website (<http://lehijr.alpinedistrict.org> click on grades then Powerschool) or by calling 768-7010 between 7:30am-2:45pm.

Students may occasionally need to be absent for illness, emergencies, etc. In such cases they must make up all work missed. Students have the responsibility to arrange with their teachers for make-up work. The classroom experience cannot be duplicated through makeup assignments.

### **Absences**

Each term, upon reaching the fifth (5) absence, and on each subsequent absence, (parent excused, unexcused, or truant etc.) students will automatically lose credit in the class or classes in which those absences have accumulated. (An absence can be made up by attending attendance school). Students who have not met the attendance requirement (no more than 4 absences) but have earned a passing grade will receive a NC (no credit). A NC differs from an F in that an NC does not figure into the student's overall GPA. However, both the NC and F result in a loss of credit. For athletic eligibility purposes, an NC is counted as an F. A student who is truant from class will receive a grade of NC (a truancy can be made up by attending (2) hours of attendance school.) Two weeks after a term ends, all NC's that have not been made up will change to an F.

\*Students who leave class early without being checked-out through the attendance office are considered truant.

### **Tardiness**

Punctuality is an important skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in their seat with all necessary materials when the tardy bell rings. A student who is more than twenty minutes late is considered absent for the purposes of the attendance policy. On the fourth (4th) tardy, and on each subsequent tardy, the student will receive a grade of NC. (Tardies can be made up by attending Attendance School.) For the purpose of attendance school, a parental note does not excuse a tardy.

### **Teacher Make-up**

Teachers are not obligated to provide make-up hours. However, individual teachers MAY hold attendance school for their classes only. In these cases, a one hour minimum is required. Make-up time will be reported by the teacher to the attendance office.

### **Attendance Appeals Process**

Parents must appeal in person for additional absences should uncontrollable attendance problems arise (i.e., medically verifiable illness). Please contact the administration to schedule an appointment.