

MMHS Attendance Policy

[Secondary Attendance \(Policy JDH\)](#) ([Spanish Version](#))

Philosophy and Guidelines

At Maple Mountain High School, we believe that attentively attending class has a direct impact on student learning and achievement. We support state and district policies that require student attendance and expect students to be in class on time, prepared, and responsible for their behavior each day. We are also dedicated to maintaining a cooperative relationship with parents and students in order to support good school attendance.

Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, and to stay in good standing with the school, students are expected to exhibit the following behaviors:

- Be to class on time and ready to learn every period.
- Check out through the attendance office, should you need to leave school for any reason. You must also check back in at the attendance office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred. (Please see the school website for approved detention makeup opportunities and procedures.)
- If you arrive tardy to class, check with the teacher to ensure you were marked tardy and not absent.

Parent Responsibilities

In order to help their student succeed academically and remain in good standing with the school, we ask that parents:

- Excuse absences in a timely manner
 - Where possible, before the day of absence, if not...
 - Within 5 days, but not beyond the end of a grading period.
 - Parents who feel their situation warrants an exception should refer to the due process procedures.
- Excuse absences for an approved/acceptable reason (JDH 2.5):
 - Illness
 - Death in family/close friend
 - School activity
 - Medical or dental appointment
 - Family emergency
 - An absence excused through a health care plan or accommodation plan.
 - Family activity
 - If a student will miss school for extended day vacations, please fill out the “**vacation**” excuse form in the main office.
- Check Aspire / SIS attendance regularly to track your student’s attendance, and contact teachers prior to an extended absence.

- Verify that your student has checked out with the attendance office before leaving school. (Calling before or sending a note with your student will simplify the checkout process).

Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their son or daughter's attendance patterns, teachers are expected to:

- Accurately mark roll each day.
- Update SIS / Aspire in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.

Administrator Responsibilities

School administrators will make earnest efforts to resolve attendance issues, helping parents and students maintain a clear understanding of school attendance.

- Notify parents and students of this policy.
- Ensure daily attendance notification.
- Ensure notice of truancy issues and work to intervene early and often when students exhibit truant behavior.

No Participation List

In order to help motivate student attendance and provide an opportunity to recover lost seat-time, MMHS has developed a point-based attendance system (new, 2019-20). For each unexcused absence or tardy, students will receive detention hours. When a student reaches 10 hours, they will be placed on attendance warning status. The student will then have one week to reduce his or her detention hours below attendance warning status (10 hours).

If the truant behavior continues and the student does not lower his or her detention hours below 10, the student will be placed on the **No Participation List**. This prohibits the student from participating in any extracurricular activities until detention hours are made up.

Extracurricular activities include:

- Athletics
- Clubs
- Arts performances
- School trips
- Receiving a yearbook
- Attendance activities
- Graduation ceremony
- Other voluntary school activities.

In order to try out, apply for, or audition for extracurricular activities such as athletics, drill, cheer, student council, FFA leadership, fine arts, etc., students cannot have more than 10 hours of detention.

A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior will be placed in the district truancy program described in JDH 8.1.5 – 8.2, which may include an alternative placement at the discretion of the school administration.

Attendance Codes

- Tardy (0- 10 min)
- Late Tardy (10 - 40 min)
- Unexcused Absence (absent from class, or arriving after more than half (½) of the total class period)
- Sluff (verified by school personnel as not being in assigned area: class, assembly, library, etc., and may not be excused).

Detention Make-up

T – 15 minutes

L – 30 minutes

U – 75 minutes

S – 90 minutes

Detention Lab Times

Detention runs daily from 7:00 a.m. – 7:45 a.m. or 2:30 – 4:00 p.m. in computer lab C207. On Monday, the detention lab is open from 1:45 – 4:00 p.m. and during lunchtime every day. Students **must bring homework or a book to read. No music, cell phones, games, sleeping, or talking is/are permitted.** Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal. Administration will set the schedule at the beginning of each term.

Teachers are also able to award detention hours. As students work on schoolwork with teachers before or after school, they may receive detention make up credit (at teacher's discretion, and does not include mandatory rehearsal time).

Excusing Absences and Tardies

Parents may request to excuse absences and tardies within **five (5) days** by sending a note, email, or calling the attendance office at **801-794-6740** between 7:30 a.m. and 3:30 p.m., or by leaving a message. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When excusing an absence, please include the date, time of day, and a phone number where a parent can be reached. **Fraudulent excusing by students will result in school discipline.**

Medical Emergency

If a student misses school because of a major medical emergency such as a surgery, under immediate doctor's care etc., the parent may exercise the right to visit with an administrator in an effort to excuse the absence. In so doing, if the administrator agrees that such absences fit under a medical emergency, and the parent is in possession of a legitimate doctors note (note must specify exact dates to be excused), these absences will not negatively affect a student's participation status. They will however, be responsible for missed work during the time of the absence.

Attendance Appeals Process

Any appeals concerning attendance must be submitted to the administrator assigned to that student (by alphabet) no later than one week prior to the last day of a term. Appeals should come with appropriate documentation. Appeals are for full day absences. Single period absence appeals will not be accepted. Appeal forms can be picked up at the attendance office or found on-line at mmhs.nebo.edu/attendance.

Student last names beginning with **A-G**, please contact **Mr. Nelson**

Last names beginning with **H-N**, please contact **Mr. Bradshaw**

Last names beginning with **O-Z**, please contact **Mrs. Henderson**

Checking on Student Attendance

Student attendance and grades can be checked at any time by logging into the Nebo School District Web Site at www.nebo.edu. Go to the PARENT drop down menu, then click on "SIS Grades/Attendance." To access the information you will need the student's I.D. number and password. If you do not know your student's information, you may contact an Administrator, Counselor, or the Attendance Office at MMHS.