

Maple Mountain High School

# Attendance Policy

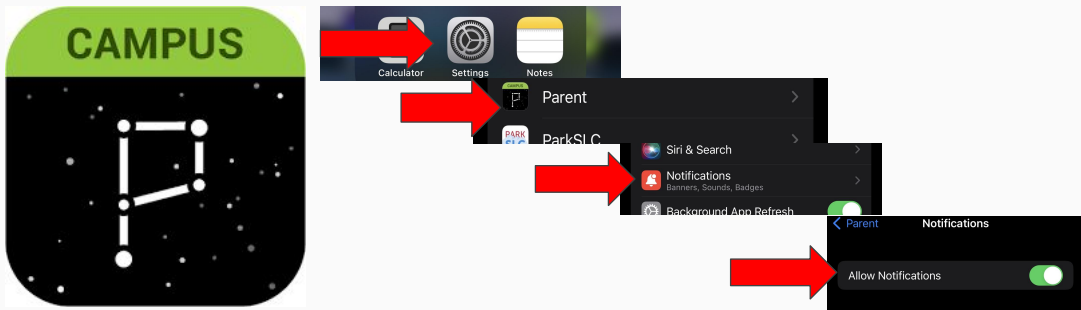
## **Attendance Matters!**

Last year at Maple Mountain, students who missed more than **4** classes per week were **6.4x** more likely to fail at least one class than students who only missed **1 or 2** classes per week.

Parents can receive immediate notifications through the Infinite Campus Parent app when their student is marked absent or tardy. To enable these notifications, download the Infinite Campus Parent app, then go to:

- ❑ Settings (on your phone, not in the app)
  - ❑ Parent (app)
    - ❑ Notifications
      - ❑ Allow Notifications

Help your student succeed at Maple Mountain by enabling push notifications and contacting them immediately if they are marked Unexcused when they should be in class.



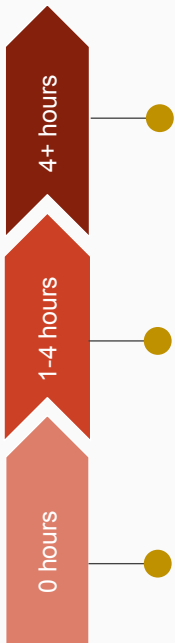
Student attendance is our best predictor of student success at Maple Mountain. Because we want students to be successful, students are expected to be in class on time every day.

#### EXCUSED ABSENCES

- Parents must call or email the attendance secretary to request absences be excused within 5 days of the absence.
- Students are required to communicate with teacher to make up missed work.
- If students are planning to miss more than three days of school, fill out an Extended Absence Form (available in the front office).
- Students with excessive excused absences may be required to meet additional criteria to excuse absences.

#### TARDIES, SLUFFS, UNEXCUSED ABSENCES

- Students are responsible for making up missed learning. Some assignments may not be made up.
- Students are required to recover missed class time through detention.
- Students may be subject to additional disciplinary action if absences become excessive.
- If attendance is marked incorrectly, students must talk to teachers, not the attendance secretary, to make a correction.
- Parents may not excuse more than 5 tardies per term.
- Tardies during 2nd and 4th periods may not be excused.



When a student has accumulated 4 or more hours of tardies, unexcused absences, or sluffs in a term, they are placed on the No Participation List for the remainder of the term until they recover enough time through detention to be below 4 hours.

Any tardy, unexcused absence, or sluff in any class will add to a student's overall time needed to recover. Students will receive weekly emails indicating how many hours they have accumulated.

Attending class, being punctual, and taking care of detention quickly is the easiest way to stay eligible for extracurricular activities.

### NO PARTICIPATION LIST

Students are NOT eligible to participate in any extracurricular activities, including:

- Athletics
- Field Trips
- Tours
- Club activities
- Walking in graduation

A student moves off the list by recovering missed time through detention and having less than 4 hours.

## Detention: Recovering Learning

### HOW TO RECOVER TIME

- ❑ Arrange time to work with your teacher before or after school
- ❑ Attend the detention lab in the library after school (Monday/Wednesday) or during lunch (Monday-Friday)
- ❑ Unless otherwise indicated, the time you serve is the amount of detention credit you receive





How much time do I have to recover in detention when I miss class?

Attendance Issue	Definition	Time to Recover Through Detention
Tardy (T)	Student arrives 0-10 minutes after the bell	15 minutes
Late Tardy (L)	Student arrives 10-40 minutes after the bell	30 minutes
Unexcused Absence (U)	Student misses 40+ minutes of class; parent does not excuse	60 minutes
Sluff (S)	Student is verified by school personnel as not being in assigned area; may not be excused	75 minutes

**When the passing period music stops, you have one minute until the bell rings! Don't be late!**



# Truancy

The following actions may be taken to help improve the attendance of students with five or more days of unexcused absences:

- Notice of Truancy (mail)
- Student meeting with Assistant Principal
- Attendance Contract
- Parent meeting with Assistant Principal
- Truancy Prevention Class (\$30 fee)
- Behavior Intervention Plan
- Nebo Truancy Court (\$50 fee)
- Enrollment at Landmark High School



# Truancy Appeals

A parent may, within ten (10) school days, appeal an unexcused absence, a Notice of Compulsory Education Violation, or a Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

- Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.
- In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.
- In the event the matter is not resolved with the multi-disciplinary team, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.