

## SECTION 5 – WCSD Policies

### ATTENDANCE POLICY (Link: [2900](#))

#### PHILOSOPHY

Inasmuch as it is our purpose and mission to “foster educational excellence where students acquire the skills, knowledge, and character necessary for success...” these procedures are established for structure and to support local and state school attendance policies. The intent is to help our students develop sound attendance practices and prepare them to be employable and responsible citizens.

**Good attendance is VERY important. YOU** are responsible for your attendance per District policy.

1. DHHS will focus on positive interventions for students having issues with excessive absences and/or tardies. Students who are marked truant from class will be required to attend lunch detentions to clear the truant marks.
2. Don't jeopardize your **eligibility** for activities. If you are truant, you will not participate in the next school activity.
3. Per WCSD Policy 2900, parents may excuse absences no more than one week after the absence.

#### COMPULSORY ATTENDANCE

Utah Code, Section 53A-11-101 is specific in placing the responsibility of regular daily attendance on parents. As a school, however, we support a philosophy to cooperatively assist parents in helping their child develop sound attendance practices. The procedures herein provide a means where all parties can work together for the educational benefit of students. Our goal is to involve parents and school staff in resolving attendance problems before resorting to and involving juvenile court. A checklist is maintained for each student who has attendance problems to document earnest and persistent efforts by the school.

#### SCHOOL ATTENDANCE COMMITTEE

The *School Attendance Committee* consists of an administrator, counselor, School Resource Officer and attendance secretary. The committee will meet as needed (based on the recorded *habitual truancies or excessive unexcused absences*), to consider steps to correct attendance problems for individual students. Committee members will also serve as part of the mediation process as agreed upon by parents.

### DHHS ATTENDANCE POLICY

**Absences:** All absences are per class not total absences and all absences are considered in the total, excused and unexcused. Total absences, per class, will result in the following:

- At 5 absences with a failing grade, a first email sent to parents. The teacher contacts parents about the concern.
- At 7 absences with a failing grade, a second email sent to parents. An administrator or counselor will contact parents and discuss the concern and possible solutions.
- At 9 absences with a failing grade, parents and the student are required to meet with administration to discuss solutions/alternative placements.
- At 11+ absences and with a failing grade, students will fail the class and be transferred to an online version of that class immediately to recover the credit, students will have to pay the \$50 fee for credit recovery.
  - o If the student recovers the credit before the first day of the next quarter, they may be reimbursed the \$50 fee as an incentive to quickly recover the credit. This will replace the credit for graduation, not the F on the transcript.
  - o If the student does not recover the credit by the first day of the next quarter, they will be enrolled in a Basic Academic Skills class in place of an elective until they recover the credit for classes required for graduation.

**Skipping class:** Each time a student skips a class it will result in a consequence. First offense will result in two days of lunch detention and subsequent offenses will result in additional consequences including possible suspension or alternative placement. Truancy is defined as missing at least half of a school day without a valid reason. The consequences for habitual truancy are to refer the student and parents to juvenile court.

**Tardies:** A student is considered tardy if he/she is not in the classroom when the tardy bell rings.

It is the responsibility of the student and/or parent(s) to monitor tardies on PowerSchool, through progress reports, and by communication with the teacher. A tardy may be excused by a parent when an emergency situation results in a student arriving at school late. The student must check in the front office to be excused. For secondary students, a student may not be excused for tardiness between classes or after lunch.

It is the teacher's responsibility to communicate the expectation to students to be on time to class and plan meaningful and engaging lessons/activities that reflect that expectation. Teachers are expected to keep accurate attendance records including tardies. Total tardies, per class, will result in the following:

- At 2-3 tardies, the teacher will speak with the student in person and also email home to ensure parents are aware of the situation.
- At 4 tardies, the school will email/call home to discuss tardy issue (warn of consequences).
- At 6 tardies, there will be a meeting with parents, the student, and administration to discuss further consequences. Lunch detention assigned for every tardy from 7 tardies on.
- At 8 tardies, in-school suspension, or other interventions, as per administration will be imposed on the student including inability to participate in extracurricular activities.

There will also be consequences for total number of tardies in all classes. They are as follows:

- At 10 total tardies in all classes, parents will be notified and warnings of consequences will be issued
- At 12 total tardies, a meeting will be held with parents, the student and administration to discuss further consequences. Lunch detention will be assigned every tardy from 14 on.
- At 15 total tardies, in-school suspension, or other interventions, as per administration will be imposed on the student including inability to participate in extracurricular activities.

Students that refuse to make up their attendance by attending lunch detention or make other arrangements with administration are considered to be insubordinate. Consequences for insubordination include: in-school suspension, out of school suspension, and may NOT be eligible for graduation ceremonies or other extra curricular activities.

#### **LEAVING SCHOOL DURING THE SCHOOL DAY**

1. **Students must sign out at the attendance office before leaving campus *for any reason* (except lunch).**
2. Phone calls from parents are acceptable for check out.
3. Should a student miss school the day of an activity for **illness**, he or she may not participate in that evening's activities – including games and fine arts performances. **Don't jeopardize eligibility for activities.**
4. A truancy or skipping class will render you ineligible for the subsequent event.