

# Karl G. Maeser Preparatory Academy

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## Tardy Policy

Approved January 6, 2009 (updated)

### Rationale

Maeser Prep's tardy policy will:

1. Enable teachers to utilize the entire class period for constructive academic learning and provide consistent consequences for tardiness.
2. Cultivate within students a healthy work ethic, respect for teachers and peers, and pride in behavior and accomplishments.
3. Establish Maeser Preparatory Academy as a school committed to educational excellence.

### Tardy Policy

Teachers will be responsible for tracking, communicating, and implementing the tardy policy. Additionally, Teachers will input the NG when the tardy number exceeds the allowable amount. Teachers can refer students to attendance school once they exceed the allowable amount of tardies. Students who have more than their allotted amount of tardies can sign up for Attendance School to make up tardies.

### Consequences (per Quarter)

- 1-3 cumulative unexcused tardies *per quarter* will result in **student notification**.

### Attendance School

- 4-7 cumulative unexcused tardies *per quarter* will result in **Attendance School**. Teachers and administrators will supervise Attendance School for one week (Monday – Thursday) on a rotating basis. All teachers will enforce the following expectations:
  - Teachers will register the students for the first 5 minutes of attendance school
  - Teachers will lock the classroom door at **11:10 a.m.** which finalizes attendance for that day's attendance school.
  - Students are expected to complete the assignment given during Attendance School. If a student does not complete the assignment or turns in unacceptable work, the student will be required to attend additional Attendance School sessions until the assignment is complete and acceptable.
  - Students are expected to bring their lunches with them to Attendance School and eat them quietly while they work on their assignments. **Missing lunch due to Attendance School is not a valid reason for being tardy to fifth period classes.**
  - Teachers will not release students until the **warning bell for fifth period (11:30am)**.
  - Teachers will turn in attendance records as well as money after each Attendance School session to the front office.
  - **Regular classroom rules apply** (no MP3 players, cell phones, etc).

### Attendance School

- 8-10 cumulative unexcused tardies *per quarter* will require the student to meet with the administration to appeal the removal of NGs from their classes. Students will pay a **\$5.00 fee** to attend attendance school after the 7th tardy. Students must pay the fee at the front office and receive a receipt *before* reporting to attendance school. Payment should be taken care of *before entering attendance school* **ALONG** with *approval from an administrator*, to ensure the tardy is removed and that students are on time to attendance School. **Paying the fee is not an excuse for tardiness to attendance School!**
  - Teachers will lock the classroom door at **11:10am** and record attendance.
  - Students are expected to complete the assignment given during attendance school. If a student does not complete the assignment or turns in unacceptable work, the student will be required to serve additional attendance school sessions until the assignment is complete and acceptable.
  - Teachers will not release students until **11:30am**.
  - Teachers will turn in attendance records after each attendance school session
  - **Regular classroom rules apply** (no MP3 players, cell phones, etc).

### Evening Attendance School

- Students with 10+ cumulative unexcused tardies *per quarter* **MUST** meet with an administrator in order to remove the NG and will result in **Evening Attendance School**. Evening Attendance School will occur once per month from 6:30 to 7:30 p.m and the cost is \$10.00. All teachers will enforce the following expectations:
  - The student **and one parent** will report to the assigned classroom by **6:30 p.m.**
  - Teachers will lock the classroom at 6:30 p.m. and record absences.
  - Students are expected to complete the assignment given during Attendance School. If a student does not complete the assignment or turns in unacceptable work, the student will be required to serve additional Evening Attendance School sessions until the assignment is complete and acceptable.
  - Teachers will not release Evening Attendance School until **7:30 p.m.**
  - Teachers will turn in attendance records after each evening Evening Attendance School session.
  - **Cost for evening attendance school is \$10.00**
  - **Regular classroom rules apply** (no MP3 players, cell phones, etc).

Habitual and/or excessive tardiness may result in out-of-school suspension. Any tardies after 12 will result in an NG and the underlying course will need to be retaken in order for the student to receive credit.

### Excused Tardies

Utah State Law defines an “Excused Tardy” as lateness resulting from:

- Illness
- Medical/dental appointment (verified by a note from the doctor/dentist)
- Quarantine
- Weather or road conditions making travel dangerous
- Any usual cause acceptable to the Headmaster/Director of the school.

Tardiness for any other reason constitutes and unexcused tardy, for which regular Tardy Policy consequences will apply.

*Special Circumstances*

Appeals due to special circumstances will be handled on a case-by-case basis, in consultation with the student's teachers and the Headmaster.

## **POLICY**

Each academic term, students are required to attend roughly 90% of each of their courses allowing students to miss 6 classes each quarter without consequence. Upon the **seventh [7th] absence** (parent excused, truant, and/or unexcused) students receive a No Grade (NG) for the course or courses in which more than 6 absences have accumulated resulting in the loss of credit in the class or classes. Students are required to participate in attendance school in order to make up absences. Students who have not met the attendance requirement but have earned a passing grade will receive NG [No Grade] if those absences are not made up by the end of the year.

Absences for approved school activities **do not** count toward the 7 absences. Approved school activities include, but are not limited to: sporting events, concerts, drama, music, or debate competition, field trips, AP classes etc. The Headmaster has discretion to determine whether or not an activity is approved.

**Loss of Credit:** Each academic term, upon the **2nd unexcused absence** students will automatically lose credit in the class or classes where these truancies have accumulated.

Students will be required to make up these absences through attendance school. Those who have not met the attendance requirement, but have earned a passing grade will receive NG (No Grade) if those absences are not made up. Unexcused absences follow the truancy tracking policy outlined below.

**Attendance School:** During lunch, a classroom will be designated for students to make up tardies or excused/unexcused absences. Each attendance school session must be at least 30 min in length. Students **MUST** be signed in no later than 11:10am and remain in attendance until the end of lunch in order to receive full attendance school credit. Although tardies and excused absences can be made up and reset every quarter, the accretion of unexcused absences does **NOT** reset and these absences **accumulate for the entire year**. Unexcused absences follow the truancy policy as outlined below and may contain consequences subsequent to excused absences and tardies.

**Teacher Make-up:** Individual teachers may allow students the opportunity to make up absences/tardies; however, teachers are **not obligated** to provide make-up hours. Teacher-initiated make-up hours are only allowed for the teacher providing makeup (i.e., hours are not transferable to another teacher).

Teachers may refer students to detention/attendance school during lunch time to make up absences or tardies. **2 attendance school make up sessions are required for an absence and 1 for to make up a tardy.**

Maeser Prep has created an attendance policy in accordance with Utah State Law passed in 2007b in the form of House Bill 207 and is outlined in the attendance tracking section.

#### **Two Systems for Attendance Tracking:**

The Utah State Board of Education views on time attendance as a critical element for student achievement success. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill.

Parents, students, and school personnel should make decisions that lead to excellent classroom attendance. Teachers should employ strategies that encourage on time attendance through recognition, rewards, and grades. The following are two methods and reasons for tracking attendance:

1. School attendance for class credit:
  - a. Maeser requires students to attend at least 90% of the school year in order to receive credit for courses taken. Students who are in attendance less than 90% shall not be given credit for the course.
  - b. For high school and middle school credit, students can have **6 absences** (excused ) during the quarter. On the **7th absence**, credit is denied.
  - c. The registrar and administration will run a report at the end of each week within a given

quarter to quantify student absences.

will be disaggregated.

every Friday morning.

1. Students who are deficient will be assigned to attendance school

d. Upon receiving the 7th absence, an NG will be given for the course in which the absences have accrued.

e. Attendance make-up sessions through the school's detention/attendance school can restore class credit lost by non-attendance.

f. The equivalent class time is required in order to make up an absence. Therefore, 2 lunch time attendance schools will be necessary to make up one absence and one for a tardy make up

g. Parent and student contact and communication will follow the protocol as outlined in the earnest and persistent effort section below.

h. **Students with 10+ absences must meet with the administration and get approval to make up NG's. Attendance school after 9 absences will cost \$10.00. A behavioral attendance plan may be put in place to ensure appropriate future attendance.**

2. State Attendance Tracking for legal purposes ( these count as unexcused/truancies):

a. Counts unexcused absences or truancies

b. Each year students with 5 unexcused absences will be issued a compulsory attendance violation and will be referred to juvenile court.

c. Students who accrue 10 truancies for the entire year will undergo an expulsion hearing, taken to court, and may be removed from the school.

d. **State attendance tracking for unexcused absences DOES NOT reset and is tracked tabulated for the entire school year.**

e. Unexcused absences follow the truancy guidelines for parent notification detailed below.

f. The Laws of the State of Utah require students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school (See Utah Code, 53A11101,53A11102).

## **V. UNEXCUSED/ TRUANT ABSENCES:**

Along with the attendance school make-up requirements for absences, truancies maintain their own specific consequences following HB 207 guidelines.

### **Administrative Penalties**

1. **Administrative Fee:** A student who is issued a truancy citation shall be assessed a fee of \$25.00 (twenty five dollars).

2. All fees must be paid within two weeks of the end of the term in which the truancy occurred.

3. If a student is unable to pay the administrative fee imposed under this section, the principal or other truancy control officer will discuss other options available to the student in lieu of paying the administrative fee.
4. Truancy fees are not subject to fee waiver.
5. Failure to pay assessed fees will be part of the juvenile court referral.

*Failure to Comply with Administrative Penalties:* In the event that a student fails to pay the administrative fee or successfully complete any penalty imposed in lieu of such administrative fee, the school administration may impose any or all of the following:

1. Prohibit participation in extracurricular activities.
2. Prohibit attendance at extracurricular activities.
3. Prohibit participation in the graduation ceremony.
4. Withhold credit.
5. Refer to Juvenile Court and/or local authorities

***Procedures to Notify Parent:*** If a student becomes truant, the individual school's administration and/or Attendance Tracker will notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures:

- a. ***First Truancy:*** Issue truancy citation to the student and notify parent. Student referred to 2 days lunch detention/attendance school.
- b. ***Second Truancy:*** Issue truancy citation to the student and administration may meet with student and parent to determine the reason for the truancy/absence and discuss consequences. Student receives NG for class there are two or more trancies in the same class. Accommodations, a behavior plan, and/or a written contract may be developed. Student receives 4 days lunch detention/attendance school.
- c. ***Third Truancy:*** Issue truancy citation to the student and explain the legal consequences of continued truancy/absences to parent(s) and student. 6 days lunch detention/ attendance school assigned.
- d. ***Fourth Truancy:*** Issue truancy citation to the student , given 8 days of attendance school and/or student is given in school suspension. Behavioral plan is established by meeting with parent and administration.
- e. ***Fifth Truancy:*** Issue truancy citation to the student and notify parent. Student is in complete violation of compulsory education law (5 unexcused absences) and receives a formal notice indicating violation. The violation of compulsory education notice will include:
  1. A meeting with school authorities to discuss attendance problems.

2. A behavioral contract securing regular attendance
3. Indicate school authorities in which student/parents must meet with
4. Inform parents that it is a class B misdemeanor for a parent to intentionally or recklessly:
  - a. Fail to meet with school authorities to discuss attendance problems
  - b. Fail to prevent student being absent more than 5 times during the remainder of the year
5. Served to parent by mail or personal service
6. May not be served unless student is truant more than 5 times during school year
7. Students under the age of 12 will **NOT be issued** a notice of compulsory attendance violation but will meet with the administration and parents to resolve attendance issues.

f. **Sixth Truancy:** Issue truancy citation to the student and notify parent of violation of behavioral plan and compulsory attendance. Juvenile court will be informed of continued truancy and further disciplinary action will be determined by administration and court.

g. **Seventh Truancy:** Issue truancy citation to the student and information will be communicated to the court. Consequences will be determined by court as well as administration.

h. **Eighth-Tenth Truancy:** Issue truancy citation to the student and send a certified letter to parent(s) documenting the pattern of absences, steps taken to remedy the situation, and that the student is being referred to juvenile court. Truancy will be communicated with juvenile court. Meet with parent and student in a school appointed expulsionary hearing. Parents will be informed that after following state and legal guidelines of due process, the student will be released from Maeser due to excessive unresolved truanancies.

### **Appeals Procedure:**

1. Any student who has received a truancy citation or an unexcused absence has the right to appeal the truancy citation or unexcused absence to a Performance Review Committee appointed by the Headmaster or Assistant Headmaster of the student's school. Such appeal must be filed with the Administration, in writing, signed by both the parent and student, within 10 days of receiving the truancy citation or unexcused absence.
2. The Performance Review Committee will consist of at least one Administrator, one counselor, and a teacher.
3. At the hearing before the Review Committee the student may be represented a person of his/her choosing and shall be entitled to produce witnesses, ask questions, and present any relevant information on cited student's behalf.
4. The Performance Review Committee should render its decision after the hearing or may take the matter under advisement. The Performance Review Committee's decision will be written down and sent to the parents/guardian within 5 days of the hearing. The Performance Review Committee's decision will be final.

**Release from Compulsory Education:** The school Board, after following the outlined due process and acting within state and legal guidelines, may release a student from school for

unresolved excessive absences and trancies.

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## **VI. EARNEST AND PERSISTENT EFFORT**

### ***Excused Absences 1-5:***

1. Teachers will make initial contact with a student or their family to encourage attendance.
2. The teacher may arrange a conference with student and their parents to consider adjustments to the curriculum to meet the needs and abilities of the student.

Absences over 5:

3. After six consecutive days of unexplained, excused or unexcused absence, the student will be referred to a counselor for transfer to administrative responsibility.
4. The responsible administrator will add the student to their tracking log where the appropriate earnest and persistent efforts can be documented
5. The administrator will document efforts to encourage attendance. These efforts include:
  - a. Meet with the student's parents
  - b. Assess the student's needs and obtain pertinent evaluations of student needs
  - c. Convene an interdisciplinary team to evaluate the problem and make possible curricular and schedule adjustments as deemed necessary
  - d. Refer the matter to the juvenile court system when reasonable efforts have failed

An attendance tracking form will be used to follow students with persistent attendance issues.

Failure of students to make up absences (excused or unexcused) past 6 will result in an NG.

However, if the underlying grade for the student is an F for the course, the NG will be removed and the student will receive the underlying failing grade.