Attendance Policy

Attendance

Our mission at Mount Logan Middle School is to **ensure all** students leave our school ready to create a positive future for themselves and their community. We are committed to helping each student be successful! Daily school attendance is a critical factor to a student's success at school. Our desire is to help support and encourage students and families in achieving good attendance. Research conducted by *Attendance Works,* has concluded that students who chronically miss school for any reason, are more at-risk for low academic achievement and for dropping out of school. Students are at-risk when missing just 4-5 school days each quarter school days during the year. Student attendance policies are governed by Utah State Code 53G-6-202.

Absences

Absences are categorized by those having a valid excuse and not having a valid excuse. Each of these types of absences can have an adverse effect on a students' education over time. However, we recognize that student absence can be due to factors outside of student and family control such as illness and family emergencies.

- **Valid Excuse** - Absences of this type are <u>excused</u>. This type of absence can be due to medical and dental appointments, mental health, death or bereavement, an approved extra-curricular school activity, approved 504 or IEP health plan, and pre-arranged absences.
- **Not Valid Excuse -** Absences of this type are <u>unexcused</u>. This type of absence is due to any reason other than those that have a valid excuse. An unexcused absence is given when a student misses a class period or full school day without a valid excuse from a parent/guardian.
- A parent/guardian should contact the attendance office to excuse any absence by phone, email, or note as soon as possible. Planned absences should be coordinated with the attendance office and teachers.
- Absences can only be excused for up to 5 school days following the absence.
- A student's classroom citizenship grades may be impacted by having unexcused absences.

COVID -19

We encourage students who are exhibiting symptoms to stay home. Parents/guardians may excuse students as they deem necessary. Absences due to COVID-19 diagnosis, or quarantine, will not result in penalties for the student. All other attendance expectations will remain in effect (Logan City School District Return to School Plan).

Check In and Check Out

All students arriving late to school should check in with the attendance office and get an "admit" slip before going to class. Late is defined as arriving more than 10 minutes after the 1st hour tardy bell. Students arriving less than 10 minutes late should go directly to class and receive a tardy. If it becomes necessary for a student to leave school for any reason during the school day, they must be checked out by a legal parent/guardian or emergency contact. Photo id is required. Students may not be checked out over the phone or through email, note or text.

Tardy

A tardy is given when a student is not in the assigned classroom, in the assigned seat and ready to learn when the bell rings. Consequences for excessive tardiness could include the following.
- Teacher/Student Conference - A student can make-up infrequent tardies with a teacher at an agreeable time. Students who are chronically tardy may be denied the opportunity to make-up tardies with a teacher.
- Tardy Restitution Class - A student is assigned tardy restitution class for having 3 or more tardies in a week. Restitution class is held each Tuesday from 3:40 - 4:25 pm.
- Ongoing Tardy Problem – Students who remain chronically tardy, will be assigned to meet with an administrator to implement ongoing interventions.

Truancy

Truancy is defined as a student not being present in an assigned class or location during the school day. A truancy is entered as an "S" (sluff) code in the Aspire attendance system. This code will cause an automatic parent/guardian phone call notification. Habitual truancy could result in interventions such as conferences, an attendance success plan, and staying after school for missed time. Examples of truancy include, but are not limited to the following examples.
- Absent for an excessive amount of time from a class
- Wandering or being present in any area outside of an assigned class without a hall pass
- Misusing a hall pass (using cell phone to play games or contact friends, loitering in restrooms or hallways, meeting up with friends etc.)

Excessive Absences

MLMS will identify students who consistently miss school without a valid excuse and work with these students and their families to improve attendance.
- **5 Full Days Absent (35 class periods)** - A notification letter and attendance record is sent home.
- **5 + Full Days Absent** - School level interventions will be applied.
- **10 Full Days Absent (70 class periods)** - A second notification letter and attendance record is sent home. The school will request that the student and parent(s)/guardian(s) schedule a meeting with the grade level principal to implement a student success plan and determine the next best steps.

Hall Passes

Students can have 3 hall passes per term and per teacher to use the restroom, get drinks, call home etc. Accommodations can be made in the case of emergencies.

School Calendar
The Logan City School District calendar has been attached to this document for your convenience.

LOGAN CITY SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR

JULY '21

July 4 - Inpendence Day
July 24 - Pioneer Day

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST '21

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2-4 New Teacher Induction
August 11-17 - Teacher Work Days
August 17 - Orientation 6th/9th Graders
August 18 - First Day of School

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SEPTEMBER '21

Sept 6 - No School Labor Day

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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OCTOBER '21

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 1 - 1/2 Day (Sec PD, Elem-Prep)
Oct 13- No School Teacher PD/Data Dive
Oct 14-15 - No School Fall Break
Oct 22 End of Term / Half-Day
(Sec Prep, Elem PD)

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NOVEMBER '21

Nov 24-26 - No School Thanksgiving Break

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18

DECEMBER '21

S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 10 - No School Teacher PD/Data Dive
Dec 20-31 - No School Winter Break

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JANUARY '22

Jan 14 - End of Term / Half Day
Jan 14 - Half Day (Sec Prep, Elem PD)
Jan 17 - No School Martin Luther King Day

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20

FEBRUARY '22

S	M	T	W	TH	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 4 - Half day (Sec PD, Elem Prep)
Feb 18 - No School Teacher PD/Data Dive
Feb 21 - No School Presidents Day

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MARCH '22

Mar 18 - End of Term / Half Day
Mar 18 - Half Day (Sec Prep, Elem PD)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23

APRIL '22

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 4-8 - Spring Break

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MAY '22

May 27 - Last Day of school 1/2 day
May 30 - Memorial Day
May 31- Teacher Work Day

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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JUNE '22

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1 - School PD/Team Time
June 2 - School PD/Team Time
June 3 - School PD/Team Time