

ATTENDANCE

The Lehi Junior High School attendance policy is based on the knowledge that the explanations, clarifications, and discussions taking place in the classroom are invaluable components of the school learning experience. The benefits of instruction, once lost cannot be entirely regained. Punctuality and regular attendance are not only necessary for school success but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Lehi Junior High are committed to the success of students. Student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal.

- Students are expected to be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- Teachers are asked to exercise reasonable discretion in determining the relationship between attendance, class participation, and grades.
- Students are responsible to make up work and obtain information they missed when absent. A reasonable deadline will be set for make-up work to be completed.
- In case of truancy, teachers will decide if credit is given.
- Students missing a class to participate in any school-sponsored activity will not be considered absent from that class. To earn full grade credit, students are required to make up work assigned by the teacher.

Ultimately, the administration has the discretion to excuse an absence. When necessary, a doctor's note or other documentation deemed necessary may be required in order for the student to continue to be excused. Lehi Junior High has a closed campus. This means that you are to remain on school grounds during school, including lunch. If you go home for lunch, you must get a home pass issued at the main office. If you must leave for other reasons, you must be checked out by your parents in person. Picture ID is required. Only individuals listed on the Emergency and Release form may check a student out of school. If a student leaves campus without checking out, he/she is truant.

1. ABSENCE FROM SCHOOL

Parents are requested to telephone the attendance office before 10:00 a.m. if their student is to be absent that day.

Parents must clear all full day absences within 5 days. The school will attempt to contact the home if this call is not made.

2. CHECKING IN LATE

Students coming late to school must report to the attendance office with an excuse or telephone call from their parent or guardian. An admit slip will be issued at this time which must be presented to the student's next teacher.

3. CHECKING OUT

If a student needs to leave school during school hours he/she must check out at the attendance office. A parent must come in to sign out a student. Students must leave the building after they check out. **Picture Identification must be provided.**

4. HOMEWORK

If a student is absent for two or more days, you may request homework. Homework requests should be made by 10:00 a.m. and can be picked up in the office at 2:30 P.M.

5. TARDINESS

All students are to be to all classes on time and in their seats with their materials when the tardy bell rings. If students are detained by a teacher and are made late for their next class, the students must present a note from the teacher that held them after class ended. The administration or front office will not excuse tardiness except if there is a late bus. Each passing period is five minutes long. Students are expected to be in their seats when the tardy bell rings. When students are tardy for class, it disrupts the classroom's instruction and learning process. After fifteen minutes, it will be considered a truancy or absence.

6. TRUANCY (SLUFFING)

Students will be considered truant if they are absent from their assigned class without permission. The administration will review the student's attendance record to determine the appropriate consequence. Truancy in every case will be the determination of the school administration.

Possible consequences for truancy are:

- Parent contact will be made
- Lunch detention
- Suspension or I.S.S. (In School Suspension)
- Attendance School
- Truancy school. (\$25.00)/Police Citation