

Jordan High School Attendance Policy

Absences that DO NOT lead to a No Grade (NG)	Absences that DO lead to a No Grade (NG)
<p>School Excused Absences (marked w/ an "N")</p> <ul style="list-style-type: none"> Excused by a coach, advisor, or teacher for a school-sponsored activity Students must meet eligibility requirements to participate (no failing grades in classes missed, no NG's in classes missed) Student may make-up missed work for full credit within one week of returning to school These absences will NOT count towards a No Grade (NG) 	<p>Guardian Verified Absence (marked by a "G")</p> <ul style="list-style-type: none"> Parent is aware of the absence, but it is not due to illness, family emergency/event, or vacation Parent calls after 2 school days to verify the absence (but within one week of student returning to school) On the third absence in a quarter, an NG will replace the earned grade for the course and must be made-up. Each absence will require 1 hour of make-up with the teacher of the class you missed Note: Only 5 Guardian Verified absences are allowed per year as per district policy. After this, the absences must be excused with documentation or will be recorded as an unexcused absence Parent cannot verify a single class period unless the student has properly checked out through the Attendance Office. Student may make-up missed work for full credit within one week of returning to school
<p>Excused Absences (marked w/ an "E")</p> <ul style="list-style-type: none"> Parent must call to excuse the absence within 2 school days of student returning to school. Acceptable reasons to excuse an absence: illness, family event or emergency, vacation leave, medical appointment Documentation (i.e. doctor's notes or medical documentation) can be required if student is excessively absent Parent cannot excuse a single class period unless the student has properly checked out through the Attendance Office Student may make-up missed work for full credit within one week of returning to school These absences will NOT count towards a No Grade (NG) 	<p>Unexcused Absences: (marked with an "A")</p> <ul style="list-style-type: none"> Results when a parent does not call to excuse or verify an absence Student has reached maximum of 5 guardian verified absences allowed for the year On the third absence in a quarter, an NG will replace the earned grade for the course and must be made-up. Each absence will require 1 hour of make-up with the teacher of the class you missed If a student does not check out through the Attendance Office or does not check-in when tardy, it is recorded as an unexcused absence Students may complete work from this absence, but may only earn up to 60% of the total points possible
	<p style="text-align: center;">Excessive tardies will lead to a No Grade</p> <p>Students are allowed 4 tardies per class per quarter. On the fifth tardy, an NG will replace the earned grade for the course and must be made-up.</p> <ul style="list-style-type: none"> If you are 1-10 minutes late, it will be marked with a "T." If you are 11-30 minutes late, it will be marked with a "W" for "Way Late." Any tardy over 4 must be made-up with the teacher of the class where you were late. <ul style="list-style-type: none"> "T"s require 10 minutes of make-up. "W"s require 30 minutes of make-up. "W"s must be made up before "T"s to bring your total number to 4 or lower.

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How do my parents excuse an absence?

- A parent/guardian must call the Attendance Office (801-826-6210) within 2 days of you returning to school to excuse the absence. Only illness, family emergencies/events, vacation leaves, and medical appointments may be excused. Administrators may ask for documentation if excused absences are excessive.
- If a parent calls after the 2 days but within one week, the absence will be verified but not excused. This absence will then still count towards the No Grade total.

How do students check in or out of school?

- Students go to the Attendance Office to check-in or out of school. Parents may come into the school to complete this or simply call the Attendance Office. The student must stop at the Attendance Office before going to class or leaving the school to ensure that the absence is recorded correctly.
- If a student arrives 30+ minutes late to a class, the student must check-in through the Attendance Office to avoid receiving an unexcused absence. If a student needs to leave class early, the student must go through the Attendance Office before leaving school.

What is a No Grade and how do I make it up?

- The grade earned in a class turns to a No Grade (NG) once a student has exceeded 2 absences and/or 4 tardies for a given class period. The student needs to make-up this time with their teacher to restore the credit earned for the class. Credit for the course will not be awarded if the NG is not made-up. **An NG counts as an "F" for purposes of athletic eligibility by the UHSAA.**
- Students are encouraged to make-up their No Grades during the quarter they are earned. Students will go to the Attendance Office and obtain an attendance ticket. They will then arrange to make-up the time missed due to the absence or tardy with the teacher either before or after school. Students are not charged to make up any absence or tardy as long as it is completed within the quarter in which the NG was earned.
 - Each tardy (less than 10 minutes late) = 10 minutes with the teacher
 - Each Way Late Tardy (10-30 minutes late) = 30 minutes with the teacher
 - Each absence = 1 hour with the teacher
- Students have until grades are finalized (usually within 5 days of the end of the quarter) to make-up any absences or tardies that put them into a No Grade status.
- Once the NG posts on the report card, the student must see their Assistant Principal to make-up the NG in Attendance School in a subsequent quarter. These attendance tickets will cost \$3 each, and the time required to make-up the NG will double in amount (i.e. Student had one absence too many and does not make it up, they will now have to complete two hours of make-up). This is to encourage students to go to class, on time, and to take care of grades and attendance issues as they occur.
- Assistant Principals may find other opportunities for students to make-up No Grades from previous quarters, but students (beginning with Quarter 1, 2019) will have to complete double the time to make up their No Grade if they fail to do it during the quarter in which the original absences/tardies occurred.