

West Jordan High School

Attendance Policy & Expectations | Student and Parent Resource



West Jordan High School recognizes the importance that regular attendance has on academic excellence and that any absence from school can interfere with a student's ability to master skills and concepts. As a result, in order to increase academic success and prepare students for college and career attendance expectations, West Jordan High School has developed the following attendance policy.

Attendance expectations

Students are expected to attend school on a regular basis as defined by; having 9 or fewer absences during a full year class or 5 or fewer absences during a semester class. A student who misses 18 or more days total for all classes during a school year is considered CHRONICALLY ABSENT. Research consistently shows that chronic absenteeism leads to a variety of negative impacts upon students, including a higher dropout rate and lower GPA. Students who miss even 2-3 days of school each month are at a far greater risk of academic failure and dropout than students who attend regularly.

Absences

Any time a student is not present for a class period they are considered absent for that period. In the event that a student is unable to attend school for a legitimate reason, parents are required to excuse them from school within 5 days of the absence.

Home and Hospital

Students who are unable to attend school due to hospitalization, injury, physical/emotional illness, complications with a pregnancy or extenuating circumstances may qualify for home and hospital services. If a student is going to be absent for 10 or more days for any of the above reasons, they and their parent/guardian should speak to their counselor, administrator, or the WJHS attendance office to see if Home and Hospital services might benefit them.

Extended Absences & Vacation Leave

Jordan School District allows students to make an application to an administrator to miss up to ten school days of each year for prior-approved education/vacation release. **Students are still responsible to complete class assignments. Forms are available in the attendance office and must be signed by a parent or guardian, teachers, and administrator and then returned to the attendance office prior to student leaving on vacation.** Students may take no more than 10 prior-approved education/vacation release absences per year.

Click here for the [JSD Vacation Leave Form](#) or one can be picked up in the West Jordan High attendance office.

Excusing Absences

Absences may be excused within 5 school days by phone (801-256-5610) or in person with the attendance secretary. Parents may also send a note with their student, however the note may be verified by a phone call to a parent or guardian. If parents choose to send a note with their child, we ask that they include the date, reason, and signature of the parent.

Check-out Procedures

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Only legal guardians or emergency contacts listed in Skyward may check out students and check out must occur prior to the student leaving campus. To check out a student during the school day, the contact must call the attendance secretary at 801-256-5610 or come to the attendance desk in person.

Check-in Procedures

When checking in, the student must check-in at the attendance office before going to class.

Tardies

Students are given five minutes after each class in order to get to their next one on time. If a student is less than 10 minutes late to a class, they are considered tardy. If they are any more than 10 minutes late, they will be marked Way Late (W). The beginning of class is a crucial time for student success. Teachers provide instructions, outlining expectations for the day, and deliver crucial content for the learning goals. Students who are on time typically do much better in class.

Truancy

Students are considered truant when they are intentionally absent and do not have a justifiable reason. Truancy is considered an unexcused absence and students who truant are subject to school discipline.

Parent Notification of Daily Absences (Skylerts)

Attendance notifications may be sent to parents/guardians via email, phone message or text daily as attendance is marked. To activate Skylert's parents/guardians need to log into Skyward with their login and go to Skylert. Inside Skylert check the boxes of the notification you want to receive and provide the email or phone numbers you want the alerts sent to. In addition, if you want to receive email notifications, verify under your Account Settings at the top menu that your Email Notifications are selected. Parents may access their student's attendance records by logging into Skyward (is.jordan.k12.ut.us).

Parent Notification of Unexcused Absences (Phone Calls & Texts)

The WJHS attendance office may call parents and guardians if a student has numerous unexcused absences during the course of a week. Parents are encouraged to excuse all legitimate absences for their student in order to avoid a truancy being assigned to their student's attendance record.

Parent Notification of Excessive Absences (Letters)

If a student is absent for 5 or more days, their parent or guardian will be notified by letter from their school administrator. These absences are cumulative (20 class periods absent = 5 total missed days). Letters will also be sent home if a student is absent for 10 total days and again at 15 total days. Parents will be required to attend a meeting with their student and a school administrator to develop a plan to improve the student's attendance.

Student Withdrawal from West Jordan High

In accordance with Utah state law, students who are verified to have missed 10 consecutive days of school will be withdrawn from West Jordan High. Parents will receive notification of potential withdrawal in a certified letter.

Attendance Descriptors and Codes

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Absent (A)	The student is absent for the entire class.
Truant (Z)	The student was confirmed missing this class without reason or valid excuse.
Way Late (W))	The student is more than 10 minutes late to class and has missed enough of the class that it is considered a type of absence
Guardian Excused Absence (E)	The student is absent from class and the guardian has excused the absence for the class or day.
Tardy (T)	Students are up to 10 minutes late to class.
Administrator, Counseling Office, or Testing during class time (AD, CO, TS)	The student is absent from class and the office has excused the absence.
Home and Hospital Excused (H)	The student is absent from class and is receiving home and hospital services through the school or district. Teachers will work with the home and hospital liaison to communicate with teachers and complete work missed.
School Excused (N)	The student is absent from class and the school has excused the absence. The student is participating in an official school activity (i.e. field trip, sporting event).
Out of School Suspension (S)	The student is absent from class and out of the school building for a suspension.
In School Suspension (D)	The student is suspended from regular class and activities, but remains in the school building and is completing work.
Vacation Excused (V)	Guardian-excused vacation absence (no more than 10 days per school year). The student has completed the "Vacation Release" form, has spoken to each teacher to get work in advance of absences, and has all the required signatures for the absences/vacation.

Chronic Absenteeism and Interventions

Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

Students who become chronically absent at West Jordan High will be subject to a variety of interventions. These include 1) Setting goals with the student for improvement 2) Requiring the student to complete an attendance "tracker" weekly 3) Reporting to a staff member daily or weekly 4) Parent and student conferences with administration or teachers 5) Spending extra time on Fridays to make-up missed learning and work 6) Completing an intervention plan with our attendance committee, and 7) Possible alternative education settings in extreme cases.