

Lincoln Attendance Policy

Attendance in school is very important to a student's success both now and for their future. Students are expected to attend school 95% or more of the time unless they have a medical excuse. Which means they can miss 9 school days per year or one day per month. Attendance interventions will be issued once a student drops below 90% attendance.

If a student misses, parents/guardians are expected to call the office (801-737-7650) and excuse them and/or bring in a medical excuse.

Attendance categories:

The Regular attenders category is: Students attending 95% or more of the school days (missing less than 9 school days)

The At Risk attenders category is: Students attending between 91-95% of the school days (missing between 10 and 18 school days)

The Chronic non-attenders category is: Students attending between 81-90% of the school days (Missing between 19 and 36 school days)

The Severe non-attenders category is: Students attending less than 80% of the school day (Missing more than 36 school days)

Attendance Definitions:

Present	The student is present in class all day
Unexcused Absence	The student is not in class and has not been excused by the school or their guardian (<i>Homework not necessarily provided</i>)
Tardy	Student misses 59 minutes or less in a day
Parent Excused Absence	The student is absent from class and the guardian has excused the absence for the day (<i>Homework provided</i>)
Medical Excused	The student is absent from class and the absence is excused by a guardian and a doctor's note (<i>Homework provided</i>). 4-hours or more.
School Excused	The student is absent from class and the school has excused the absence (<i>Homework provided</i>)
Suspended	The student is absent from class and out of school for a suspension (<i>Homework provided</i>)
Excessive Duration	Elementary student misses between 60 minutes and 3 hours and 59 minutes cumulative in the school day
In School Suspension	The student is suspended in the school (<i>Homework provided</i>)

Attendance Protocol:

Daily -	District ROBO caller
2 days consecutive unexcused or pattern -	Teacher phone call
Attendance falls to severe (less than 80%) -	Home visit by Jen and Emily
Attendance still in severe status -	Attendance 3P (3 weeks)
Attendance still in severe status -	1st letter delivered by Jen and Emily, 3P continues
	Parent meets with Admin for mediation; CICO starts
3 Weeks Later, if attendance is still severe -	Youth Court referral

Make-Up Work:

If parents want make-up work for their student, they need to contact their student's teacher. Please allow at least one day for the teacher to collect work. Please allow a reasonable time frame for students to complete the work.