



Attendance Plan

West Hills Middle School



At West Hills Middle School, our faculty and staff have established an exemplary track record of helping students be successful; however, it is very difficult to help students who are not at school. Consistent attendance at West Hills Middle School is essential for success. If parents will work with their students to emphasize regular attendance, our faculty and staff will do their part and make learning time worthwhile.

How parents can help:

- Stay positive in your conversations about the importance of school attendance.
- Set standards in the home regarding bed time so that students get plenty of sleep.
- Stay in touch with teachers if absences occur so students do not fall behind.
- Call in all absences that are to be excused. (801-412-2310)
- Work with the administration and/or student services if students are struggling to attend for whatever the reason. (801-412-2300)

How students can help:

- Understand that you have a team of teachers, counselors, and administrators who are on your side and want to help you be successful.
- Attend every day that is possible.
- Get to bed at a reasonable time on school nights.
- You are responsible for the work you missed, so reach out to your teacher through Canvas or email to find out what you can do to make things up.
- Develop the mindset of coming to school every day that is possible. Avoid making excuses for not attending school. Work just piles up when you do not attend.

What the school will do:

- We will provide engaging daily instruction to help students prepare for future years of school and for life.
- We strive to take accurate daily attendance in all classrooms.
- Our attendance tracker will assure that attendance is correct and will be contacting parents if poor attendance patterns begin.
- We will work with students who miss school to get them caught up in a timely manner.
- Attendance contracts and positive behavior interventions will be used to promote attendance.
- Student Services can provide counseling if needed.
- Curriculum and schedule adjustments can take place if necessary to meet the needs of the student.

The most important part of resolving attendance issues is communication. Please contact the school at 801-412-2300 if you have any questions, concerns, or needs when it comes to the attendance of your student.