

## Provo High School Attendance Policy

At Provo High School, we believe that attending class has a direct impact on 3 critical areas: (1) school safety, (2) student learning and success, and (3) graduation. We believe it's in our students' best interest to arrive at class on time and ready to learn every period. Our goal is to support students and parents in meeting positive attendance outcomes.

### Definitions

1. Attendance Works defines chronic absenteeism as missing more than 10% of school for any reason. This means students can only miss 2 days of any class each term or else they will be considered chronically absent.
2. State law requires that all students attend school daily. The Compulsory Attendance Law is defined by Utah Code 53A-11 and provides the following definitions related to attendance:
  - a. "Valid Excuse" (Excused Absence) means an absence resulting from:
    - i. "An illness;
    - ii. A family death;
    - iii. An approved school activity;
    - iv. An absence permitted by a school-age minor's:
      1. Individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended; or
      2. Accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; or
    - v. Any other excuse established as valid by a...school district.
  - b. "Truant" is an absence without a valid excuse for at least half the school day.
  - c. "Habitual Truant" is a student who is 12 years of age or older, who fails to cooperate with efforts on the part of designated school authorities to resolve the student's attendance problem[s], and/or has been absent without a "valid excuse" for ten (10) or more times during the school year.
  - d. For more information, please visit: <https://le.utah.gov/>
3. Provo High School definitions for attendance marks:
  - a. Tardy (T): Arriving at class 0-15 minutes late
  - b. 2: Arriving at class 15-45 minutes late
  - c. SK (Skipping, sluffing, cutting class or missing more than half of instruction): A student who leaves the classroom or building without permission from his/her parent/guardian and/or a school official, or is not where he/she is assigned to be.
  - d. Unexcused Absence (A): An absence that is not excused by a parent/guardian.

### Guidelines

- Students are expected to be in class, on time, ready to learn. A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior will be subject to the consequences of poor attendance (see section below).
- Parents/guardians should check PowerSchool at least once a week and ensure that student absences are excused. **Absences must be excused by parents within 72 hours of**

**occurring.** Parents also have the option to excuse tardies (0-15 minutes) for the first period only. To excuse absences, use the following procedures:

- Send in a note from a parent or doctor.
- Call the attendance office at **801-373-6550 ext 3303**, leaving a message if necessary
- Email the attendance secretary at [phsattendance@provo.edu](mailto:phsattendance@provo.edu),

When excusing an absence or first period tardy, please include the **student's first and last name, date, time of day, and phone number where a parent/guardian may be reached.**

Please note, an excused absence or first period tardy clears a student from being marked absent or tardy. However, it does not remove the absence or tardy from attendance records.

- Teachers have a responsibility to mark attendance in each class every day.
- Provo High School has a responsibility to communicate attendance expectations and concerns to students and parents/guardians.

### **Interventions & Support to Prevent Chronic Absenteeism**

To mitigate students reaching chronic absenteeism, Provo High School has the following interventions in place:

1. Education of students, parents, and faculty/staff about the attendance policy
2. Automated message informing parents of student absences and tardies
3. Attendance displays in PowerSchool
4. Conversations between parents and students about excusing absences and first period tardies
5. Attendance Notices-Truancy: Notice #1 Attendance Concern (5 truancies), Notice #2 Attendance Class Referral (10 truancies), Notice #3 Truancy Violation (15 truancies - school meeting), Notice #4 District Truancy Hearing (20 truancies), DCFS/Law Enforcement Referral (25 truancies)
6. Attendance Notice-Absenteeism: Notice #1 (10% or more school days missed), Notice #2 Attendance Class Referral (10% or more school days missed), Notice #3 Attendance Resolution Conference (10% or more school days missed)
7. Attendance at Academic Recovery Class (ARC)
8. PHS No Participation List
9. Administration Conference

### **Consequences of Poor Attendance**

Students are required to stay under 4 hours (240 minutes) of tardies, unexcused absences, or skipping class. When students reach 4 hours (240 minutes) or more of tardies, unexcused absences, or skipping class, they will be put on the PHS No Participation List. Minutes will add up according to the following guidelines:

T (tardy 1-15 min) = 15 min.

2 (tardy 15-45 min.) = 30 min.

8 (missing half a period or more) = 45 min.

SK (skipping, or missing more than half of instruction) = 90 min.

A (unexcused absence) = 90 min.

The PHS No Participation List prohibits students from participating in any extracurricular activities outside the assigned class time (if applicable). Extracurricular Activities include (but may not be limited to): Athletics, Clubs (HOSA, DECA/FBLA, FCCLA, TSA, D&D, etc), Student Government, Latinos in Action (LIA), People of the Pacific (POP), Performing Arts, School Trips (field trips and overnight trips), Dances, Walking at Graduation, and Other School Related Activities.

Attending class, being punctual, and recovering missed instruction time quickly is the easiest way to stay eligible for extracurricular activities. When a student has accumulated 4 hours (240 minutes) or more of tardies, unexcused absences, or skipping class in a term, the student is placed on the No Participation List for the remainder of the term until the student recovers enough time by attending ARC to be below 4 hours (240 minutes). The time the student is in ARC is the amount of minutes the student receives for missed instruction time. ARC will be held at the following times and locations:

- Before school from 7:00am - 7:30am - **30 min.** in the library Monday through Friday
- After school from 2:15-4:00 - **105 min.** in the B-112 Monday through Thursday
- 1st Lunch (10:34-11:14) in room B112 or 2nd Lunch (12:08-12:48) in room B11 - **40 min.** Monday through Thursday

Students who don't attend ARC will be invited to meet with an administrator for an attendance meeting. During an attendance meeting, the administrator, student, and parents/guardians will work together to find a solution to the concerns preventing regular attendance. Extenuating circumstances will be considered.

The time system will start over at the start of each term.

### **Academic Recovery Class (ARC)**

The Academic Recovery Class allows students to reduce the academic time they've missed due to tardies, late tardies, unexcused absences, and/or skipping class.

While in the ARC, students should focus on academic activities including: class work, homework, reading, etc. Students will not be allowed to sleep, play on their phones, play games on their Chromebook, etc. Students need to arrive at ARC on time to be admitted (see times above) and must stay at least 30 minutes. After attending the ARC, the attendance secretary will change the codes in PowerSchool to indicate attendance has been made up. This will not erase the attendance codes, but made up attendance will no longer count towards the 4 hour (240 minutes) threshold.

### **Appeal Process**

Please contact Mrs. Paula Heyn, Dean of Students, when extenuating circumstances prohibit adherence with this attendance policy.

### **Positive Reinforcement**

Rewarding positive attendance outcomes is a researched-based practice that discourages absences and truancy. Provo High School has developed a way to acknowledge students who exhibit positive attendance behaviors and reward improvement.

