Provo City School District

STUDENT ATTENDANCE POLICIES

The Provo City School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that:

1. All students are expected to be in class and on-time every school day, in every class. Provo School District will follow State Law and Federal guidelines as they pertain to attendance.

2. Frequent absences and or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefits of classroom instruction, once lost, cannot be entirely regained.

3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to meet student achievement goals.

4. Holding students and their parents/guardians responsible for attendance is part of the District’s larger mission to train students to be productive citizens who are college and career ready.

5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
   a. (Utah Code 53A-11 101-105 (Habitual Truancy)

6. Schools will develop procedures as approved by the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Provo City School District.
Timpview High School Attendance Procedures

Compulsory Attendance Law as defined by Utah Code 53A-11

1. "Excused Absence or Valid Excuse" means an absence resulting from:
   1) an illness;
   2) a death of a family member or close friend;
   3) a documented medical appointment;
   4) a family emergency;
   5) an approved school activity;
   6) a pre-approved family activity or travel, consistent with District policy;
      In determining whether to pre-approve a family activity or travel as a
      valid excuse, the district shall approve the absence if the District
      determines that the absence will not adversely impact the student's
      education; or
   7) other absences may be considered as "valid excuses" as determined by the
      school.

2. "Truant" is an absence without a valid excuse or an unexcused absence.
   Therefore, a student is considered "truant" when he or she is absent
   from school without a valid excuse.

3. "Habitual Truant" is a student, 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.

The Provo School District Attendance Policy requires 90% attendance. If a student
does not attend class 90% of the academic time the following consequences may
occur:
   - Parent - Administration Conferences
   - Lunchtime Detention
   - After school detention
   - Saturday School
   - Out of School Suspension
   - Alternative Student Placement

Student Responsibilities
   - It is the responsibility of the student to attend classes.
   - It is the responsibility of the student to request and complete make-up work
     when absent.
   - It is the responsibility of the student to arrange notification (note, e-mail, or a
     phone call) from parent/guardian regarding absence within 48 hours.

Parent Responsibilities
It is the parents’ responsibility to contact the schools Attendance office to excuse
absences in one of three ways:
   1. Send in a note by parent or doctor.
   2. E-mail the attendance secretary
   3. Phone call within 48 hours to the Attendance Office (801-)
*Parent Excused Absences must be turned in within 48 hours of the absence.

**Teacher Responsibilities**

It is the teachers’ responsibility to keep accurate daily attendance records as well as accurate weekly grade records. Teachers are also encouraged to help students who have missed classes due to excused absences receive the make-up work and facilitate the completion of this work.

*Teachers have the right to withhold make-up work in class if absences are not excused.

**Procedures for Unexcused Absences and Tardies**

*Any unexcused absences may lead to disciplinary action, including lunch detention, after-school detention, Saturday school, parent conference, suspension from school, and placement in an alternative setting.*

Parents and/or school officials may also excuse absences for other legitimate reasons (e.g., doctor’s appointments, school activities, office excuses, or incarceration). Extended absences (e.g., family vacations) may also still be excused using the school’s “Prior Approval for an Extended Absence” form, which must be filled out by the student’s family and signed by all their teachers and an administrator prior to being turned in at the front office.

**Students will be allowed 2 “tardies” per class per term. Any student that arrives in class after the start bell will be considered tardy. Any student that is more than 10 minutes late to class will be considered absent. Any additional tardies beyond the first two will lead to a 15-minute lunch detention. If students continue to be late to class, other consequences may occur, including after-school detention, Saturday school, parent conference, suspension from school, or placement in an alternative setting.**

**20/20 Rule**

In general, all teachers will keep students in the classroom during the first 20 minutes and last 20 minutes of each class period.

**Hall Sweeps**

Administrators and trackers will periodically sweep the halls to find students who are out of class without a valid excuse. These students will receive a lunch detention.