



TIMPVIEV HIGH SCHOOL ATTENDANCE POLICY

Version 1.5

DEFINITIONS

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 for non-attendance:

1. "Valid Excuse" (Excused Absence) means an absence resulting from:
 - a. "An illness;
 - b. A family death;
 - c. An approved school activity;
 - d. An absence permitted by a school-age minor's:
 - i. Individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended; or
 - ii. Accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; or
 - e. Any other excuse established as valid by a...school district."
2. "Truant" is an absence without a valid excuse or an unexcused absence.
3. "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.

For more information, please visit: <https://le.utah.gov/>

ATTENDANCE PHILOSOPHY

The mission of Timpview High School (THS) is to empower each student to become college, career, and life ready by embracing growth, inclusion, and excellence. This occurs when classroom teachers have engaged students seeking opportunities to learn. If students do not arrive on time and attend all of their classes, it is difficult to learn the content presented by the teacher. Re-teaching lessons and preparing makeup materials for students who are tardy and/or unexcused absent uses valuable teaching time and deprives all students of learning opportunities.

The goals of the Attendance Policy at THS are to: 1) Provide students with engaging classroom learning experiences in every class; 2) Celebrate students who are consistently in class and taking advantage of learning opportunities; and 3) Provide appropriate tiered interventions for students (and parents/guardians) who need additional support in school attendance.

ABSENCES

Utah State Law (Utah Code Section 53A-11-101) requires parents/guardians to ensure regular attendance at school by school-age minors for whom they are responsible. In order to prepare students for their future, we expect students to be present in every class, every day. However, parents/guardians may occasionally need to excuse students due to illness and emergencies. Students have ten (10) consecutive school days to excuse/clear-up or

recover/make-up unexcused absences. Please see the following information on how to excuse/clear-up and recover/make-up unexcused absences. Excused absences show with a (P) code in PowerSchool attendance records. Absences that are unexcused (A) are considered and treated as a truancy.

EXCUSING ABSENCES

Parents/Guardians may excuse absences by sending a note or calling the attendance office at (801) 221 – 9720 during school hours. An excused absence clears a student only from unexcused absences; however, it does not remove the absence from the attendance records. **All unexcused absences should be excused within ten (10) school days.** When excusing an absence(s) with a note or on the phone, parents/guardians should include:

A) Date of the absence(s)	B) Specific class period(s) missed	C) Phone number where a parent can be reached	D) Who is excusing the student
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When writing a note please include the date it is written and a parent/guardian signature. Fraudulent excusing of absences whether through phone, e-mail, note, etc. may result in student suspension and loss of privileges for all involved. Students are responsible to recover/make-up any assignments and/or assessments (tests) missed during their absence. Students have the responsibility to arrange for completion of missed assignments and/or assessments with their teachers.

PRIOR ABSENCE APPROVAL

If the student is planning to have an extended absence, a *prior approval form* must be filled out by the student and signed by the parent/guardian before the extended absences. The earlier a prior absence approval form is filled out, signed, and submitted, the better. Forms may be picked up at the Attendance Office. The student accepts the responsibility for getting materials/notes, for completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. Parents/Guardians and students should realize that any extended absence may adversely affect grades due to missed assignments/assessments, participation points, etc. *If denied*, the student is advised in person and/or the parent/guardian is notified. Generally, an attendance exception can not be made for a request of more than two (2) weeks. If a student misses more than ten (10) consecutive days of school, it is possible that the student fail the term and be dropped from school records, including PowerSchool.

STUDENT CHECK-IN/CHECK-OUT

All students must check into the Attendance Office if they arrive ten (10) minutes or more after the tardy bell rings. However, arriving late to class constitutes a tardy, which cannot be excused. Anytime a student leaves campus during class time, the student must check-out through the Attendance Office.

TARDIES

Punctuality is an important life skill and tardiness is extremely disruptive and disrespectful to teachers and peers. A student is considered tardy if he or she is not in the classroom when the tardy bell stops ringing. Only teachers, counselors, or administrators may excuse a student's tardy. Students who come to class after ten (10) minutes are marked very late









(which counts as a tardy) and should have a slip from the Attendance Office. In an extenuating circumstance (e.g., car accident) a parent/guardian may appeal a tardy to be excused by an administrator. Students are allowed twelve (12) tardies per semester before receiving higher tiered support (e.g., Tier 3 - Needs Improvement). If a student is tardy over thirty (30) minutes after the tardy bell stops ringing, the student is marked as unexcused absent. Students have ten (10) consecutive school days to excuse/clear-up or recover/make-up tardies.

ATTENDANCE APPEAL PROCESS

Appeals are reserved for rare and/or uncontrollable attendance problems and extenuating circumstances (e.g., medically verified illness, etc.). Appeal forms may be picked up at the Attendance Office. Appeals are taken to an assistant principal based upon the student's last name. If denied, the student is advised in person and/or parent/guardian is notified.

TIERED ATTENDANCE SUPPORT

In order to support all students in preparation for their future and meet their attendance goals, THS has adopted a tiered attendance policy. Absences due to school-sponsored activities (e.g., field trips, extracurricular events, etc.) do count toward the absence limit.

	Tier 1 Outstanding	Tier 2 Satisfactory	Tier 3 Needs Improvement	Tier 4 Unsatisfactory
Attendance Goals	No (0) Truancies (Unexcused Absences)*	No (0) Truancies (Unexcused Absences)*	1 - 4 Truancies (Unexcused Absences)* per semester	5+ Truancies (Unexcused Absences)** and/or 21+ Parent Excused absences per semester
				
Attendance Support	-Quarterly and Yearly Celebrations -Notice – PowerSchool	-Quarterly and Yearly Celebrations* -Notice – PowerSchool	-Assigned to Attendance School -Notice – PowerSchool	-Parent Contact -Counseling – Attendance Plan -Parent/Teen Mediation -District Truancy Class*** -Provo Attendance Court -Youth Court
Tardy Goals	0-8 Tardies per semester	9-12 Tardies per semester	13-19 Tardies per semester	20+ Tardies per semester
				
Tardy Support	-Quarterly and Yearly Celebrations -Notice – PowerSchool	-Notice – PowerSchool	-Assigned to Attendance School -Notice – PowerSchool	-Parent Contact -Counseling - Attendance Plan -Parent/Teen Mediation -District Truancy Class*** -Provo Attendance Court -Youth Court

***If student Tardy Goals are also Tier 1.**

****If not excused, any Unexcused Absence (A) will be considered a Truancy after five (5) days.**

*****Excused absences may not be eligible for District Truancy Class.**

Teachers, attendance office personnel, trackers, counselors, and administrators seek to work with parents/guardians and students who have habitual truancy issues in order to rectify the situation in a timely manner.

NOTICE - POWERSCHOOL

PowerSchool provides an attendance banner/notice to facilitate easy tracking of student absences. To access this information, students and parents/guardians must log into PowerSchool (<https://grades.provo.edu>). The attendance banner/notice can be found on the Quick Lookup report. Below the student's name, attendance outcomes are reported for tardies, unexcused absences, parent excused absences, and trancies. If the text is green, the student is in good attendance standing. If the text is red, the student is in poor attendance standing and is at the point where the student is immediately required to attend attendance school to recover/make-up missed time. Students will not receive a physical, written notification about their attendance outcomes.

ATTENDANCE SCHOOL AND INTERVENTIONS

Once students are in the Tier 3 - Needs Improvement Level (please see section above) students are assigned to participate in Attendance School. The location of Attendance School is generally held in M-10 located in the Commons. Students are expected to arrive to Attendance School at the *start* of the Attendance School session regardless of how much attendance recovery time a student must recover/make-up.

Each **Unexcused Absence** must be cleared-up (e.g., parent excuse, doctor excuse, etc.) within ten (10) days. If the student does not have a valid excuse for an unexcused absence and it will not be cleared-up otherwise, the student must recover/make-up missed unexcused absence time by attending Attendance School before school (Monday through Friday, 6:30am – 7:25am) or after school (Tuesday, Wednesday, or Thursday; 2:30pm – 4:00pm) within that same ten (10) day time frame. In sum, the student is expected to clear-up or make-up unexcused absences within ten (10) days of the offense. Attendance a session before school clears one (1) unexcused absence while attendance at an after school (or Saturday) session clears two (2) unexcused absences. Students are expected to be on time for each session and must stay for the whole session. There is a late bus available to bring students home on Tuesdays, Wednesdays, and Thursdays at 4:00pm. Unexcused absences may also be made up on select Saturdays. There are two (2) ninety (90) minute Attendance School sessions offered on select Saturdays. These sessions begin at 8:00am and 9:30am and are held at THS. Students can clear two (2) unexcused absences per Saturday School session. Saturday School session dates will be on the school website, posted outside the general Attendance School room, or can be identified through contacting the Main or Attendance Office.

Each **Tardy** must be cleared-up (e.g., teacher/administrator, excused, etc.) within ten (10) days. If the student does not have a valid excuse for a tardy and it will not be cleared-up, the student must recover/make-up missed tardy time by attending Attendance School

before school (Monday through Friday, 6:30am – 7:25am) or after school (Tuesday, Wednesday, or Thursday; 2:30pm – 4:00pm) within that same ten (10) day time frame for each tardy above twelve (12). In sum, the student is expected to clear-up or make-up tardies above twelve (12) within ten (10) days of the offense. Attending a session before school clears two (2) tardies, while attendance at an after school (or Saturday) session clears four (4) tardies. There is a late bus available to bring students home on Tuesdays, Wednesdays, and Thursdays at 4:00pm. Tardies may also be made up on select Saturdays. There are two (2) ninety (90) minute Attendance School sessions offered on select Saturdays. These sessions begin at 8:00am and 9:30am and are held at THS. Saturday School session dates will be on the school website, posted outside the general Attendance School room, or can be identified through contacting the Main or Attendance Office. In addition, students may choose to make-up their tardies during lunch. Lunch Attendance School is held Monday through Friday during Lunch. Students may make-up one to two (1-2) tardies during Lunch. This will be determined by the Attendance School employee and based on how quickly the student arrives to Attendance School. Please see the THS website to access the Bell Schedule to identify lunch times.

Attendance School Recovery		
Attendance School Option	Number of Unexcused Absences, Parent-Excused Absences, and Truancies	Number of Tardies
Before School	1	2
Lunch	0	1-2
After School	2	4
Saturday School	2 – One Session 4 – Two Sessions	4 – One Session 8 – Two Sessions

Please Note: If a student has any required attendance time to recover/make-up because of thirteen (13) or more tardies and/or one (1) or more unexcused absence(s) (that do not get excused/cleared-up or recovered/made-up after ten (10) school days) within a semester (Tier 3 - Needs Improvement), the student forfeits the opportunity to participate in THS extracurricular activities such as athletics, select clubs, dances, non-class related performances, and similar. The student that is required to excuse/clear-up and/or recover/make-up attendance time may also not be allowed to attend school-related events, including, but not limited to, athletic games, dances including Prom, and the graduation ceremony.

STUDENTS HAVE 10 DAYS TO
M A K E - I T - U P O R C L E A R - I T - U P

Attendance data is collected and distributed at the beginning of the week to school personnel to inform what tiered support students will be assigned to (going back ten (10)

school days). If students throughout the week recover/make-up attendance through Attendance School, the change in each student's tier will be evidenced by the banner/notice on their PowerSchool Quick Lookup report. It is each student's responsibility to show their advisors, coaches, etc. the change in attendance outcomes.

Attendance School sessions will **not** require a fine for the 2017-2018 school year. An Attendance School fine may be established in the future.

Please see the Attendance School Chart below for days and times Attendance School is offered. The "Days Offered" are select based on adult supervision and building availability.

Attendance School Schedule		
Attendance School Option	Days Offered	Times
Before School	Monday through Friday	6:30am - 7:30am
Lunch	Tuesday through Friday	During Lunch
After School	Tuesday, Wednesday, and Thursday	2:30pm - 4:00pm
Saturday School	Saturday (Specific Saturdays TBD)	Two (2) Sessions: 1) 8:00am - 9:30am 2) 9:30am - 11:00am

Attendance School is a requirement once a student reaches the Tier 3 - Needs Improvement for both attendance and tardies. Should a student choose not to attend or refuse to attend after having been assigned to Attendance School, disciplinary action may be taken by the administration. These actions can include extracurricular privileges being revoked, a referral to administration for insubordination (which could result in a day of in-school suspension (ISS)) and/or a referral to District Truancy Class (or similar). If a student is assigned ISS, the time spent in ISS does not count towards the time owed for attendance.

Students that require Tier 4 support will be worked with on an individual basis. Parents/Guardians will be notified about the various supports assigned to the student. If a student and/or parent/guardian has any questions about the Tier 4 supports they should contact the Main or Attendance Office to have their questions answered. PCSD operates District Truancy Class and Provo Attendance Court. Please contact the PCSD Student Services Department (Community Learning Center) for more information.

ATTENDANCE GRADE

The Attendance Grade has been put on hold for the 2017-2018 School Year. Please reference the information below to identify what an Attendance Grade may look like in the future (pending approval).

Students would receive an Attendance Grade that appears in the student's Quick Lookup in PowerSchool. The Attendance Grade would not affect a student's GPA. The Attendance Grade would be computed using the student's overall attendance outcomes for all classes

to automatically give students an Attendance Grade of Outstanding, Satisfactory, Needs to Improve, or Unsatisfactory according to the requirements below:

Attendance Grade	Tier	Requirements
Outstanding	Tier 1	Zero (0) Unexcused Absences and Zero (0) to Eight (8) Tardies
Satisfactory	Tier 2	Zero (0) Unexcused Absences and Nine (9) to Twelve (12) Tardies
Needs to Improve	Tier 3	One (1) to Four (4) Unexcused Absences and Thirteen (13) to Nineteen (19) Tardies
Unsatisfactory	Tier 4	Five (5) or more Unexcused Absences, Twenty-One (21) or more Parent Excused Absences, and Twenty (20) or more Tardies

The Attendance Grade would provide students, parents/guardians, administrators, teachers, club advisors and coaches, trackers, etc. the opportunity to quickly identify whether or not a student needs to attend Attendance School to recover/make-up lost attendance time in order to participate in school-related events and activities or similar.

ADDITIONAL NOTES

School excused absences (e.g., field trips, extracurricular activities, etc.) do not count toward the absence limit. Students are still responsible to recover/make-up all material missed and must make arrangements with their teachers.

Leaving campus without parental/guardian permission and not going through the proper check-out procedure in the Attendance Office for any reason is considered an unexcused absence.

Parents/Guardians must come into the Attendance Office to check a student out. We discourage parents/guardians contacting a student directly via cell phone/text because this disrupts learning for other students.

It is the student's responsibility to identify with other students if a student must attend Attendance School prior to purchasing school-related event tickets (e.g., dance tickets, play tickets, etc.) by one (1) student for another student. If a student shows up to a school-related event and needs to recover/make-up attendance time through Attendance School and has not done so, the student may be turned away at the door and be required to leave the event.

The THS Attendance Policy is subject to change based on student needs and administrator's professional discretion.

SHARED RESPONSIBILITIES

Below includes a list of responsibilities for students, parents/guardians, teachers, attendance office personnel including trackers, counselors, and administrators. This is not a comprehensive list. We all work together to help students achieve positive attendance outcomes.

Student Responsibilities:

- Understand the THS Attendance Policy
- Attend classes
- Arrive to class on time
- Request and complete make-up work for missed class time
- Arrange notification to excuse unexcused absences before ten (10) school days pass and/or attend Attendance School within ten (10) days of the unexcused absence offense
- Arrange notification for prior approval for absences
- Check PowerSchool attendance outcomes regularly
- Complete Attendance School or tiered support programs within a timely manner

Parent/Guardian Responsibilities:

- Understand the THS Attendance Policy
- Check PowerSchool attendance outcomes regularly
- Contact the THS Attendance Office to excuse unexcused absences before ten (10) school days pass
- Make sure notes/phone calls excusing unexcused absences include the criteria listed previously in "Excusing Absences"
- Contact an administrator about extenuating circumstances for absence appeals within a timely manner

Teacher Responsibilities:

- Submit daily attendance in a timely manner and keep accurate record of student attendance (e.g., If a student is tardy, remembering to change the student's attendance from unexcused absence to tardy).
- Begin class on time and provide meaningful and engaging classroom instruction each day
- When possible, discuss attendance issues with students as they arise and inform school counselors or administrators if attendance does not improve
- Please Note: Teachers reserve the right to withhold make-up work if student absences are not excused with a valid reason

Attendance Office Personnel and Tracker Responsibilities:

- Keep students, parents/guardians, counselors, and administrators informed of attendance issues
- Notify students and their parents/guardians of excessive absenteeism by phone message or letter/postcard
- Inform students of how much time is owed and discuss with students when to make-up their time through Attendance School
- Review and keep accurate attendance records and help resolve discrepancies
- Provide check-in/check-out slips upon receiving proper notification by any adult authorized by the student's parent/guardian

Counselor Responsibilities:

- Counsel with student in regards to attendance concerns

- Make an attendance plan to help students improve attendance outcomes when needed
- Work with Attendance Office to assign students with attendance issues to attend Tier 4 intervention support when needed
- Work closely with parents/guardians when students have significant attendance issues by phone, email, or in person

Administrator Responsibilities:

- Work collaboratively with students, parents/guardians, teachers, Attendance Office personnel including trackers, counselors, and related service providers (e.g., Dean of Students, social workers, etc.) to support positive attendance outcomes
- Consider attendance extenuating circumstances
- Make home visits as needed in order to resolve attendance concerns
- Use earnest and persistent efforts to improve student attendance using a tiered system of interventions
- Enforce and uphold the Utah State Compulsory Education Law

2017-2018 ATTENDANCE CONTACTS

Below includes contact information for individuals that are directly related to supporting positive attendance outcomes.

Assistant Principals

Clay Bingham (A-G) – clayb@provo.edu

Sean Edwards (H-N) – seane@provo.edu

Lyndsay Huntsman (O-Z) – lyndsayh@provo.edu

Counselors

Katie Antes (A-C) – katiea@provo.edu

Monique Hadley (D-Hi) – moniqueh@provo.edu

Lori Rich (Hj-Ma) – lorir@provo.edu

Alai Kalaniuvalu (Mb-R) – alaik@provo.edu

Nate Warner (S-Z) – natew@provo.edu

Attendance Office

Debi Hutchings – debih@provo.edu

Lisa Polo – lisap@provo.edu

School Resources

Phone Number: (801) 221-9720

Website: <https://timpview.provo.edu>

We realize some students have unique and atypical situations that impact attendance outcomes and will work with those students on an individualized basis.