



## #4010 Attendance Requirements

### I. PHILOSOPHY

Few factors have a greater influence on student success than regular attendance. It is of great importance that a student be in school unless that student places other students in jeopardy of health or well being. Daily participation in a demanding and meaningful education program is one of the keys to success. We believe, therefore, that in order to fully benefit from the educational opportunities provided, the student must be in school. Responsibility of school attendance shall be shared by the students, parent/s or guardian, administration, and staff (parent/s or guardians, however, have the primary responsibility).

### II. REQUIREMENTS

#### A. Attendance

Every student will be required to be in school and in each class as required by State law, stipulation being that every parent or guardian having control of any minor between six and eighteen years of age shall send them to school. Exceptions must meet requirements of the law. (Public Law #53-11-101)

It is the expectation of the court that students within its jurisdiction will be in regular attendance at the school in which they are enrolled. It is the intent to prosecute for truancy those students who are habitually absent without allowable excuse. New legislation also allows prosecution of parents whose students are truant. Those in violation will be referred to school administration, youth court, or juvenile court. The school will do all in its power to deter truant behavior. Any work missed due to absences must be made up within the district guidelines. No make-up work will be accepted from students deemed truant.

All students attending Piute High School, regardless of age, are subject to the same rules. An 18-year old student is required to have the same parental permission and the same involvement as a younger student.

#### B. Definitions of Absence

**Absence** - A student is absent **any time the student is not present in class.**

**School Excused Absence**- A student is not considered absent from class if the student is involved in a sanctioned school activity. An example of a sanctioned activity would be a school

field trip, a debate contest, or an athletic event. Permission for sanction is granted by the school principal.

**Truancy** - Truancy is any absence from school without approval of the school or any absence where the student willfully and their own volition chooses to be out of school without prior clearance of the absence. Parent's knowledge of an absence does not satisfy the legal requirements of school attendance laws. A few examples of truancy are: staying away from school all day or part of the day without proper permission, leaving school before the school day is over without proper permission, or staying out of part or all of a scheduled class without proper permission. Teachers will not provide make-up for truanies.

**Tardiness** - No tardy is acceptable. Reporting to class after the bell has sounded is considered tardy. A student more than 15 minutes late will be considered absent. Two tardies will be counted as one absence. All tardy students report directly to class and the teacher will be responsible for monitoring and reporting to the office. If a teacher causes a student to be late for the next class, that teacher is expected to give the student a note that excuses the lateness. Other extenuating circumstances beyond a student's control will be handled by the principal and/or staff.

### III. PROCEDURES

**Absences** - Each school will implement daily attendance checking procedures within the guidelines of district policies and the State Office of Education.

**Verification**- Verification of an absence by a signed parent/guardian written note, a parent/guardian phone call to the school's attendance personnel, or parent/guardian personally coming to the school and speaking with the attendance personnel is required by Board of Education for each absence. If the parent/guardian is unable to make contact on or before the day of absence then verification must be given to the school before the student returns to class. Exceptions to this requirement would include extended absences (such as hospitalization), confinement, or justified homebound situations. Verification makes it so the student is not truant; it does not excuse them from an absence.

**Leaving Campus**- Before the student leaves school during the day, the student will check out with the main office by supplying the office with verified parental permission. Upon his/her return to the school the student will check in at the office. A student entering the school zone (parking lot) is considered to be on campus.

**Truancies**- Truancies will be reported to parents/guardians by the teacher and/or administration. Disciplinary action may include: Parent/student conference; detention and or referral to court or other social agencies. Truancy can amount to a criminal offense resulting in consequences and penalties not only to the truant, but also to his or her parent/guardian, or

those with responsibility for the truant directly or indirectly contributing to the Court. Students who are habitually truant may be recommended for expulsion to the Board of Education.

## **B. Excessive Absences**

Successful employment, in most entry-level jobs, is related to attendance and punctuality. School attendance is considered a workplace skill. It is therefore, in the best interest of our students' welfare to train them in proper workplace skills while they are in high school. With this in mind, the following conditions have been developed for Piute High School students. After the third absence in any class periods 1-4 on A or B day during a quarter, or after 6 class periods during 5th period during a quarter, the student shall receive a failing grade until all restitution and proficiency is met in the given class. Restitution is defined as the student making up the days they have missed over the allotted number of days (three per quarter) by attending tutoring. For each day absent after three, the student must attend a tutoring session per absence per class. Students must complete tutoring sessions immediately.

Restitution tutoring class will be conducted as a study hall. Students will be required to engage in some academic pursuit. If no homework or make-up work is available, reading is an excellent activity. Students will be given a restitution check off sheet that must be signed by the tutoring supervisor. Students who do not come with meaningful work will not be admitted and students who are late or do not attend the required session will not be signed off that day. When all tutoring sessions have been made up and signed off, the academic grade will be restored and credit issued. If no effort or attempts have been made by the student they will then be referred to juvenile court.

## **Excused Absence**

Excused absences for valid educational experiences and/or humanitarian aid must be pre-approved by school administration. Consideration will apply only for students who are academically eligible. Parents/guardians applying for excused absence exemption must submit a written request containing the reason as well as the requested school excused dates.

Administration will then request a face-to-face committee meeting consisting of the school principal, parent(s)/guardian(s) of affected students, the affected teachers, and any others such as counsellors, who may have interest or concerns. All affected teachers must give input as to their approval for the absence. Upon approval, any daily participation points may not be withheld for excused absences. Also upon approval, students will be given an allotted time schedule under each teacher's discretion to complete makeup work for time missed.

Students who have other extenuating circumstances have the right to appeal their case to an attendance committee. This committee, made up of the school counselor, principal, vice principal and classroom teachers involved, has the responsibility to uphold the failing grade until the appeal committee has reached a decision. All appeals must be submitted within one

week of the last day of the current quarter. If there are any areas of conflict or question with the appeals committee decision, administrative discretion will final.

#### **IV. CREDIT AND GRADES**

At Piute High School, attendance is considered to be a workplace skill; therefore, it is combined with class requirements (requirements that the instructor establishes in content, classroom standards, and classroom behavior) in the issuance of a grade and credit. Punctuality, class participation, completion of assignments, passing assessments, and a cooperative attitude, along with attendance, will determine the grade and credit. Any single category, if failed, may be cause for failure in the course.

#### **V. RESPONSIBILITY**

##### **A. The student will:**

1. Be in attendance
2. Be on time
3. Be responsible for school work when absent
4. Be responsible to verify all absences

##### **B. Parent or Guardian**

The first time a student accumulates three full days of absences in any class, the school will notify the parent or guardian. Additional notification will occur on the fourth absence to make parent(s) or guardian(s) aware of their student failing the class and referral to juvenile court. In addition, a meeting/conference will be requested with the parent, student, school counselor, and administration. Parent(s) or guardian(s)/students will be notified by letter each quarter informing them of failing grade due to an attendance problem. Parents and students may inquire about a student's attendance any time by contacting the classroom teacher or school.

*Policy Revised August 10th, 2021*