

Attendance Policy 6.14.14

Attendance Philosophy

The mission of Mountain View High School is to “prepare our students for *their* future by providing the best education possible"! This will occur when classroom teachers have engaged students seeking opportunities to learn. If students do not attend or arrive on time, it is very difficult to learn the content presented by the teacher. Absenteeism, classroom interruptions due to tardies, re-teaching lessons, and preparing makeup materials for absent students, uses valuable teaching time and deprives all students of learning opportunities.

The goals of the Attendance Policy at Mountain View High School are to: 1) Encourage punctuality and consistent attendance; 2) Celebrate students who are consistently in class and taking advantage of learning opportunities; and 3) Provide appropriate tiered interventions for students (parents) who need additional support.

Absences

Utah State Law (Utah Code Section 53A-11-101 et. Seq.) requires parents/ guardians to secure regular attendance at school by school-age minors for whom they are responsible. In order to “prepare our 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. This should be done within two weeks of the absence. Excused absences will show with an (E) code in Skyward attendance records. Absences that are unexcused (X) **after two weeks** will be considered a truancy (Y).

Excusing Absences

Parents may excuse **20 missed class periods per term**, by sending a note during school hours or calling the attendance office at 801-610-8162, **twenty-four hours a day**. An excused absence clears a student from truancy; however, it does not remove the absence from the attendance records. When excusing an absence(s) with a note or on the phone, parents should include:

- the date of the absence(s),
- specific class period(s) missed,
- a phone number where the parent can be reached,
- and a parent signature.

Fraudulent excusing of absences may result in student suspension and loss of privileges for all involved. Students are responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work with their teachers.

Truancy/ “Sluffing”

If a student is not in class or leaves campus when they have a scheduled class they will be marked truant (Y). Once a student is marked truant, a parent/guardian may not excuse it, and the seat time must be made up during Saturday School (see below). Unexcused absences that are not excused within two weeks will be changed to a truancy.

Prior Approval Form for Extended Absences

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 3-5 days **before** the extended absences. Forms may be picked up in 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

Attendance Policy 6.14.14

required by each teacher. Parents and students should realize that any extended absence may adversely affect grades due to missed labs, participation points, etc. *If denied*, student will be advised in person or parent will be notified. **An attendance exception will not be made for a request of more than two (2) weeks.** If a student misses **more than 10 days of school**, it is possible that the student will not receive credit for the term.

Checking a student in or out of school

The student must check into the Attendance Office if they arrive 10 minutes or more after the tardy bell rings. However, arriving late to class constitutes a tardy, which cannot be excused. Parent/guardians are advised not to check students out of school except for emergencies and illness.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive and disrespectful to teachers and peers. A student is considered tardy (T) if he or she is not in the classroom when the tardy bell rings. Only teachers, counselors, or administrators may excuse a student's tardy. Students who come to class 10+ minutes must have a check-in slip from the Attendance Office. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused to an administrator. Students will be allowed 8 tardies per term before they receive tiered support. Students who arrive 50+ minutes tardy to class, without a reasonable excuse, will receive a truancy (Y).

Attendance Tiered Support for unexcused absences or excessive excused absences:

In order to support all students to prepare "for *their* future" and meet their attendance goals, MVHS has adopted a tiered attendance policy. Please note that: MVHS limits the amount of times a student can miss class without **making up** seat time. Absences due to school-sponsored activities (i.e., fieldtrip, extracurricular events, etc.) will not count toward the absence limit. Parents may excuse **20 missed class periods per term**. Any additional missed class period, or parent excused absences, must be made up in Saturday School.

Tier	Gold Level "Tier 1"	Silver Level "Tier 2"	Bronze Level "Tier 3"
Attendance Goals	<ul style="list-style-type: none">Less than 8 missed unexcused class periods per term.	<ul style="list-style-type: none">9-11 unexcused missed class periods per term.	<ul style="list-style-type: none">12+ unexcused missed class periods per termor21+ excused missed class periods per term.
Tardy Goals			<ul style="list-style-type: none">9 + tardies per term
Support	<ul style="list-style-type: none">Students will be celebrated quarterly and at the end of the year.Individual teacher interventions will be in place to support students.	<ul style="list-style-type: none">Students will be required to attend lunch detention.	<ul style="list-style-type: none">Students will be required to attend Saturday School (see next section)

Attendance Policy 6.14.14

If habitual attendance issues continue parents and student will receive:

- Citation Letter #1: State Compulsory Attendance Reminder and Warning.
- Citation Letter #2: Referral to Truancy School
- Citation Letter #3: Referred to court .

Administrative Assistants, Counselors, and Administrators will seek to work with parents and students who have habitual truancy issues in order to rectify the situation in a timely manner.

Attendance School and Habitual Truancy Interventions

Once students are in the Bronze Level/Tier 3 (please see section above) students will be required to participate in Saturday School. Students will have the opportunity to make-up one missed class period or two (2) tardies during each session. Each session will be 80 minutes and will be held in our dining hall. A \$3.00 fine may be paid for in advance or at the door. Students will be turned away if they do not have assignments to complete or a book to read. Tutors will be available for students.

Students who choose to not come to Saturday School will not be able to participate in certain school sponsored events, until the attendance issue is resolved. Their names may also be sent to Truancy School, which is held weekly at Orem High School. Truancy school is 90 minutes long and has a \$20 fine that must be paid prior to attending. Please pay at the MVHS Financial Office and take the receipt with you to Truancy School. Failure to participate in Truancy School may result in immediate referral to court.

Attendance Appeal Process

Appeals are reserved for rare and/or uncontrollable attendance problems. Appeal forms may be picked up at the attendance office. Appeals must be given to your Assistant Principal (based upon the student's last name). *If denied*, student will be advised in person or parent will be notified.

Reminders and Shared Responsibilities:

- In order to be “prepared for your future” it is expected that students regularly attend and are on time to all classes.
- It is both the responsibility of the parent and student to understand the Attendance Policy and to regularly check attendance on Skyward. <http://mvhs.alpineschools.org>
- School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit. Students are still responsible to make up all material missed and must make arrangements with their teachers.
- After 2 weeks, an unexcused absence will count as a truancy (Y). A truancy (Y) must be made up at Saturday School and may not be excused.
- Parents may call or write a note to excuse their students absence 801-610-8162.
- Leaving campus without parental permission through the Attendance Office for any reason, will be considered a truancy.
- Parents must call the Attendance Office to check a student out. We discourage parents to contact a student directly via cell phone/text, because this will disrupt learning for other students.

Attendance Policy 6.14.14

The Teacher will:

- Keep accurate records of students' absences and tardies.
- Begin class on time and provide meaningful and engaging classroom instruction each day.
- Send failure notices, to students and parents, within sufficient time for remediation.
- Discuss attendance issues with students as they arise and inform the school counselors or administrators if attendance does not improve.

The Attendance Office will:

- Keep administrators, counselors and parents/guardians informed of attendance problems.
- Notify parents/guardians of excessive absenteeism by phone message or letter/postcard.
- Review attendance records and help resolve discrepancies.
- Provide check-in/check-out slips upon receiving a note or in person authorized by the student's parent/guardian.

The School Counselors will:

- Counsel with student in regards to attendance concerns.
- Notify parents/guardians of excessive absenteeism by phone message or letter/postcard.
- Make home visits as needed in order to resolve attendance concerns.

The Administration will:

- Enforce and uphold the Utah State Compulsory Education law that may include a referral to truancy school or juvenile court for excessive absenteeism.
- Will collaboratively work with teachers, counselors, and parents to identify and contact students with excessive absences or habitual tardies.
- Use earnest and persistent effort to improve student attendance.

Modified 6/13/14