

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 arrive on time, and attend all of their classes, it is very difficult to learn the content presented by the teacher. Re-teaching lessons and preparing makeup materials for students who are tardy and/or absent 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) 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 (parents) 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 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 absences 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 only from unexcused absences; however, it does not remove the absence from the attendance records. **Truancies may NOT be excused**. When excusing an absence(s) with a note or on the phone, parents should include:

A) the date of the absence(s) B) specific class period(s) missed C) and a phone number where the parent can be reached

When writing a note please include the date it is written and 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.

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 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*, the student will be advised in person and the 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 ten (10) days of school**, it is possible that the student will fail the term.

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 must have a slip from the Attendance Office. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused by an administrator. Students will be allowed **seven (7) tardies** per term before dropping to the Bronze Level.

Attendance Appeal Process

Appeals are reserved for rare and/or uncontrollable attendance problems (medically verified illness, etc.). Appeal forms may be picked up at the attendance office. Appeals will be taken to one of the assistant principals (based upon the student's last name). *If denied*, student will be advised in person or parent will be notified.

Tiered Support for Truancies and Tardies:

In order to support all students in preparation “for *their* future” and meet their attendance goals, MVHS has adopted a tiered attendance policy. Absences due to school-sponsored activities (i.e., field trips, extracurricular events, etc.) will not count toward the absence limit. (See next page.)

	Gold Level “Tier 1”	Silver Level “Tier 2”	Bronze Level “Tier 3”
Attendance Goals	No (0) Truancies.	One (1) Truancy per term.	Two (2) Truancies and/or 21+ Excused absences per term.
Attendance Support	Quarterly and Yearly Celebrations	Assigned to Attendance School	Counseling Mediation Education and the Law Workshop Truancy School Truancy Court
Tardy Goals	0-3 Tardies per term.	4-7 Tardies per term.	8+ Tardies per term.
Tardy Support	Quarterly and Yearly Celebrations	Assigned to Attendance School	Counseling Mediation Education and the Law Workshop Truancy School Truancy Court

Teachers, Administrative Assistants, Student Advocates, 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 Truancy Interventions

Once students are in the Silver Level/Tier 2 (please see section above) students will be assigned to participate in Attendance School. Each **Truancy** must be remediated by attending **two** (2) forty-five (45) minute Attendance School sessions after school on Tuesdays or Thursdays within 10 school days of each truancy. Attendance School sessions will be held in the dining hall from 2:30pm to 4:00pm. Truancies may also be made up on Saturdays. There will be **two** (2) ninety (90) minute Attendance School sessions each Saturday. These sessions will begin at 8:00am and 9:30am. Once students are in the Bronze Level/Tier 3 (please see section above) students will be assigned to participate in Attendance School. Each **Tardy** must be remediated by attending **one**, (1) **forty-five** (45) minute Attendance School session after school on Tuesdays or Thursdays within ten school days of each tardy above **seven** (7). Attendance School sessions will be held in the dining hall from 2:30pm to 4:00pm. Tardies may also be made up on Saturdays. There will be **four** (4) forty-five (45) minute Attendance School sessions each Saturday. These sessions will begin at 8:00am and 9:30am.

Truancy and Tardy Remediation Potential of Attendance School

Day	(½) Session = 45 Minutes		(1) Session = 90 Minutes		(1 ½) Sessions = 135 Minutes		(2) Sessions = 180 Minutes	
	Tardies	Truancy	Tardies	Truancies	Tardies	Truancies	Tardies	Truancies
Tuesday	1	0	2	1	N/A	N/A	N/A	N/A
Thursday	1	0	2	1	N/A	N/A	N/A	N/A
Saturday	1	0	2	1	3	1	4	2

All Attendance School sessions, require a **\$3.00** fine which must be **paid in advance** at the MVHS Student Financial Office. Students will then use their receipt as an admittance ticket to Attendance School.

***Tuesday and Thursday sessions of Attendance School = \$3.00 Prepaid
Saturday has two sessions of Attendance School = \$3.00 Prepaid for each session
or a total of \$6.00 Prepaid for both sessions.***

Attendance School is a requirement once a student reaches the Silver Level for Attendance and the Bronze Level for Tardies. Should a student choose not to attend after having been assigned to Attendance School, there will be disciplinary action taken by the administration. These actions could include a referral for Insubordination and/or a referral to Truancy School. Truancy School is held weekly at Orem High School. Truancy school is 90 minutes long and has a \$20.00 fine that must be paid before attending at the MVHS Financial Office.

Failure to participate in Truancy School will result in an immediate referral to court.

WHAT ARE YOUR CHANCES OF BEING SUCCESSFUL?

Missing a class here or there doesn't seem like much but...

When you miss just...	that equals...	which is...	and over 13 years of schooling that is...	which means that best that you can perform is...					
1 Day every two weeks	20 Days per year	4 Weeks per year	Almost 1 ½ Years	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">YOU</td> <td style="width: 60%;"><div style="background-color: red; height: 15px; width: 80%;"></div></td> <td rowspan="2" style="width: 20%; text-align: right;">Equal to finishing 11th grade.</td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 80%;"></div>	Equal to finishing 11 th grade.	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>
YOU	<div style="background-color: red; height: 15px; width: 80%;"></div>	Equal to finishing 11 th grade.							
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
1 Day each week	40 Days per year	8 Weeks per year	Over 2 ½ Years	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">YOU</td> <td style="width: 60%;"><div style="background-color: red; height: 15px; width: 70%;"></div></td> <td rowspan="2" style="width: 20%; text-align: right;">Equal to finishing 10th grade.</td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 70%;"></div>	Equal to finishing 10 th grade.	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>
YOU	<div style="background-color: red; height: 15px; width: 70%;"></div>	Equal to finishing 10 th grade.							
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
2 Days each week	80 Days per year	16 weeks per year	Over 5 Years	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">YOU</td> <td style="width: 60%;"><div style="background-color: red; height: 15px; width: 50%;"></div></td> <td rowspan="2" style="width: 20%; text-align: right;">Equal to finishing 7th grade.</td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 50%;"></div>	Equal to finishing 7 th grade.	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>
YOU	<div style="background-color: red; height: 15px; width: 50%;"></div>	Equal to finishing 7 th grade.							
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								
3 Days each week	120 Days per year	24 Weeks per year	Almost 8 Years	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">YOU</td> <td style="width: 60%;"><div style="background-color: red; height: 15px; width: 20%;"></div></td> <td rowspan="2" style="width: 20%; text-align: right;">Equal to finishing 4th grade.</td> </tr> <tr> <td>Other Students</td> <td><div style="background-color: blue; height: 15px; width: 100%;"></div></td> </tr> </table>	YOU	<div style="background-color: red; height: 15px; width: 20%;"></div>	Equal to finishing 4 th grade.	Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>
YOU	<div style="background-color: red; height: 15px; width: 20%;"></div>	Equal to finishing 4 th grade.							
Other Students	<div style="background-color: blue; height: 15px; width: 100%;"></div>								

Reminders

- School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit.
- An excused absence is still an absence.

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 the student to understand the Attendance Policy and to regularly check attendance on Skyward. www.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 **two (2)** weeks or as soon as it becomes known that an unexcused absence (X) is a truancy (Y) it will be changed to a truancy Y).
- A truancy (Y) must be made up at Attendance School and may not be excused by parents.
- Parents may call or write a note to excuse their student’s absence @ 801-610-8162.
- Leaving campus without parental permission and going through the proper check-out procedure in the Attendance Office for any reason will be considered a truancy (Y).
- 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.

Teachers 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.

Student Advocates will:

- Keep students, parents/guardians, advocates, counselors, and administrators, informed of attendance issues.
- Notify students and their 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, email, phone call or in person by any adult authorized by the student’s parent/guardian.

Counselors will:

- Counsel with student in regards to attendance concerns.
- Make an attendance plan to help students improve truant behaviors.
- Assign students with attendance issues to attend Mediation and/or Education and the Law Workshops.
- Correspond with parents/guardians when students have attendance issues by phone or email.
- Make home visits as needed in order to resolve attendance concerns.

Administrators will:

- Work collaboratively with advocates, teachers, counselors and parents/guardians to identify and contact students with truanancies or habitual tardies.
- Use earnest and persistent efforts to improve student attendance using a tiered system of interventions.
- Enforce and uphold the Utah State Compulsory Education Law that may include a referral to truancy school or juvenile court for excessive absenteeism.

attendance
MATTERS

Modified 8/22/16