THS STUDENT ATTENDANCE for SUCCESS AND SAFETY

Attendance matters. **Student success** is most likely to be achieved with good attendance. We will do all we can to make school engaging. Students increase their chance at both academic and social success by being here every period. When a student misses class, it is impossible to recreate the discussion or activities that happened in class. In the past, learning content to pass a test has been too much the focus in school. To be future-ready, we must build the capacities of creativity, collaboration, critical thinking, and communication by using that content in class to go beyond just information that might be on a test. When a student misses class, they create gaps in these capacities. That is why it states in district policy that "students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities." (ASD Policy 5156 1.2.1)

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	Equal to finishing 11th grade.
1 Day each week	40 Days per year	8 Weeks per year	Over 2 ½ Years	Equal to finishing 10th grade.
2 Days each week	80 Days per year	16 weeks per year	Over 5 Years	Equal to finishing 7th grade.
3 Days each week	120 Days per year	24 Weeks per year	Almost 8 Years	Equal to finishing 4th grade.

attendance MATTERS

Attendance also matters for **student safety**. The safest place a student can be is *in class*. If a student misses class for any reason it should be excused by a parent. When a student has an unexcused absence, we will work diligently to notify parents.

Therefore, for both student success and student safety, a student should NEVER miss school without their parent's knowledge and we need parents to excuse their children when they know they are absent. We hope our whole community (students, parents, and teachers) can embrace the value in knowing where students are throughout the school day by not allowing unexcused absences to go unaddressed.

ABSENCES

To make parents more aware of their student's attendance, we will

1. Improve the accuracy of our attendance.
2. Send an automated caller to parents after **EVERY PERIOD** to notify if your student was absent.
3. Work to notify parents and have student/parent/school official conferences when patterns of unexcused attendance or excessive tardies emerge.
4. Encourage all parents to download the Skyward App on your phones so you can easily see student attendance and grades anytime. (The app is free and instructions for download are on the website)

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. To promote student SUCCESS and SAFETY 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 as soon as possible. (preferably the morning of the absence) Parents can excuse an absence up to two weeks after the day missed, but we encourage you to do it as soon as you know the student will be absent. 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 801-610-8177, **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) Student name
B) the date of the absence(s)
C) specific class period(s) missed
D) 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 FOR ANTICIPATED ABSENCES

If a student is planning to have an absence, a Prior approval form should be filled out by the student and signed by the parent/guardian before the absences to help facilitate coordinating make-up with the teacher. 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. Even if an extended absence is pre-approved, it has the potential to hurt grades due to what the student will miss by not being in class.

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 and then check back in if they return that day.

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. We recognize that students will occasionally have a legitimate reason to be tardy. But they should be rare exceptions. Teachers can set classroom consequences for tardies. If a student starts to have excessive tardies, the attendance advocates and administration will work with students and their parents to address those situations.

CONSEQUENCES FOR POOR ATTENDANCE

By far, the biggest consequences for poor attendance are the learning gaps and safety issues that arise from truancy. But, there are some other short term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.

We will work diligently to team with students and parents to encourage excellent attendance. When attendance problems arise, student advocates will work with the students and parents to improve attendance. However, if attendance issues continue, an administrator will become involved and students could start to lose extracurricular privileges such as:

- Field Trips
- Athletic competitions
- Participation in performing arts competitions

- Club Activities
- Senior Grad Activities (Lagoon Day, etc.)
- Date Dances (Homecoming, Sadie's, Prom, etc.)
- Other activities in the school

ATTENDANCE RESPONSIBILITIES:

Reminders:

- After 10 school days an unexcused absence (X) will become a truancy (Y) if it is not excused by a parent/guardian.
- 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.
- 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).

Students will:

- Be where you are supposed to be, when you are supposed to be, doing what you are supposed to be doing.
- If you are absent make sure a parent knows and excuses the absence.
- Be on time to class.

Parents will:

- Be aware of student attendance through Skyward APP.
- Excuse students when they have a legitimate absence. (Call at 801-610-8177 or write a note)
- Don't excuse student if student is not legitimately absent.

Teachers will:

- Keep accurate records of students' absences and tardies.
- Deliberately create an environment conducive to good attendance by beginning class on time and provide meaningful and engaging classroom instruction each day.
- 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/Admin will:

- Work collaboratively with advocates, teachers, counselors and parents/guardians to identify and contact students with truancies or habitual tardies.
- Counsel with student in regards to attendance concerns.
- Make an attendance plan to help students improve truant behaviors.
- Correspond with parents/guardians when students have attendance issues by phone or email.
- Make home visits as needed in order to resolve attendance concerns.

The THS attendance policy has undergone substantial changes in the past year based on feedback from the administration, teacher committees, students, the School Community Council, and the PTSA. The changes reflect shifts in state law and district policy. We will monitor the effectiveness of what we are doing and make adjustments as needed, based on further input from these various stakeholders