

## ATTENDANCE POLICIES

Good school attendance is important to a student's success in school. Poor attendance almost always results in poor academic achievement. Students are expected and required by Provo District to be in class at least 90% of the time.

### Reporting Absences

Whenever your child is absent from school, the parent/guardian should **call the school at 221-9984** between 8:00 a.m. and 4:00 p.m. within a week of the absence. An unexcused absence (A) will be marked until notification from home has been received. A student may not receive credit for work that has been missed during an unexcused absence.



### Excused Absences

Family emergencies, student illnesses and other extenuating circumstances are legitimate reasons for being absent when the school has been properly notified. Extenuating circumstances regarding attendance will be considered on a case-by-case basis by the school principal. Parents should submit such requests in writing to the principal prior to the day of the absence if possible. A specific note from a doctor is very helpful in excusing an absence due to illness, especially if it is an extended absence. Edgemont will take reasonable steps to ensure that students are not penalized for absences due to legitimate illness. However, when absences become excessive, the school board authorizes schools to investigate claims of illness. Students will be expected to complete all work missed during excused absences. This work should be completed prior to the absence when possible.



Parents may excuse up to 5 absences per term. Written appeal with verification (such as a doctor's note) is required to excuse beyond 5 days per term. In addition, when students are absent for less than a full day, they must sign in and sign out at the Main Office.

### Leaving During the School Day

All students are expected to remain at school for the entire day. If a student must leave school for an appointment, he/she must check out at the Main Office. The student must have permission from his/her parent/guardian and from the school before leaving the school grounds.



### Extended Travel

On a case-by-case basis where educational travel or extracurricular experiences are offered to students by the parent

or school, the student may be excused if the parent will submit a letter to the principal for approval. This letter should be submitted at least a week in advance of the absences and should outline: 1) the purposes and dates of the travel or experience, 2) the expected student outcomes, and 3) the plan to ensure the student stays current with the learning that will be missed in class. The student will be expected to complete assigned work and must complete that work in a timeframe agreeable to the classroom teacher.

### **Unexcused Absences**

Absences which are not excused, or excessive tardiness may result in the following school or district interventions, including a referral to truancy school or referral to truancy court:

1. An information letter is sent home or a phone call home is made.
2. Students will be sent the district's 1<sup>st</sup> Truancy Citation letter and will be monitored for further attendance concerns.
3. The student advocate will meet with the student on a regular basis (tracking).
4. The principal, facilitator, attendance secretary or student advocate will meet with parents as necessary to review special circumstances.
5. Students who continue to have a pattern of unexcused absences or excessive tardiness will be sent a 2<sup>nd</sup> Truancy Citation letter (a referral to Truancy School). Again the student will be monitored for further attendance concerns.
6. The school advocate will continue to meet with the student on a regular basis (tracking). The principal, facilitator, or attendance secretary will call or meet with the parents to review the school's concerns and help the family develop an improvement plan to avoid further interventions.
7. Students who still continue to have a pattern of unexcused absences or excessive tardiness, and if the student is failing or is seriously struggling in school, the student's family will be referred to Truancy Court.

NOTE: Tardiness complicates attendance issues and will cause the school to lean more toward the next referral. Some schools calculate 3 tardies as an unexcused absence.

### **Tardiness**

Students are expected to attend class on time. Tardiness disrupts the learning process and interferes with student learning. Punctuality is a habit future employers expect. Students arriving late for school should report directly to class between 8:55 and 9:10. After 9:10 students should report to the office to receive an attendance late-slip.