

Attendance Policies & Procedures

Provo School District Attendance Policy

State Compulsory Attendance Law Utah State Law requires students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school.

Attendance Impact on Educational Success The Provo City School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. On-time attendance is a critical starting point for high levels of student achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Parents, students, and school personnel should make decisions that lead to excellent classroom attendance. Teachers should employ strategies that encourage on-time attendance through recognition, rewards, and grades.

The Board further recognizes that:

- All students are expected to be in class and on-time every school day, in every class. Provo School District will follow state law and federal guidelines as they pertain to attendance.
 - Excused or unexcused absences, frequent absences, and/or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process .
- a. Excused absences – Schools will allow students with excused absences to remain current in their classwork by allowing make-up work in a *prompt and timely manner*.
- b. Unexcused absences – Schools may or may not allow students with unexcused absences to make up missed assignments.
- The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to meet student achievement goals.
 - Holding students and their parents/guardians responsible for attendance is part of the District’s larger mission to train students to be productive citizens who are college and career ready.
 - State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law. Ten day rule: By law, any student who does not attend school for ten consecutive days without a legitimate excuse will be dropped from school rolls. The parent will be required to re-enroll their student in school, which could effect students’ choice application, placement in classes and class credit.
 - The Board supports social responsibility (citizenship) procedures developed within the schools.

School Responsibilities:

- Each school will keep accurate records of student daily attendance as required by Utah State Law.
 - The principal or designee has the authority to determine whether an absence will be approved or denied, and whether an absence is excused or unexcused.
 - Each school will notify parents/guardians of student unexcused and/or excessive absences. Parent notification may include, but is not limited to one of the following:
 - Voice mail systems
 - Teacher contact
 - Attendance office calls or tracker calls
 - Computer-generated letters
 - Progress reports or student on-line information system (i.e. Powerschool)
 - Administrator, counselor, social worker or truancy contact
4. Each school will develop procedures to address excessive and/or unexcused absences/tardies. This program may include but is not limited to the following:

- Teacher notification of parents (attendance concerns, progress report, telephone contact)
- Student-teacher conference
- Parent conference
- Support personnel assistance, (i.e. school nurse, counselor, social worker, administrator, care team, district truancy support programs) Detentions and/or In-School Suspension
- Administrative suspension
- Juvenile court referrals will accept students 17 years old and younger.

Teacher Responsibilities

- Each teacher will be responsible for taking and recording accurate class attendance each period.
- Each teacher will be required to follow the district's attendance policies.
- Teachers will maximize the use of instructional time for the benefit of student learning and engagement.

Parent/Guardian Responsibilities

- Utah Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent.
- Parents have the responsibility to assure their student will be in school and on time.
- Parents will notify the school attendance office of each student absence.
- Parents/guardians will make the necessary arrangements if they plan in advance to take a student out of school.
- Parents will be responsible to monitor their child's attendance either electronically (i.e. Powerschool) or by contacting the school.
- Parents may fill out an appeals form to waive attendance penalties. A parent/principal meeting will be held to review concerns and determine waiver outcomes. If the parent or guardian is not satisfied, they may contact the Executive Director of Student Services for further review and a final decision.

Student Responsibilities

Students will be expected to be prepared for and to fully participate in classroom lessons.

- Students will assume increasing responsibility for regular and prompt school attendance as they progress through the educational system. A conscientious effort will be made to attend daily.
- Students will adhere to the attendance procedures as defined by each school.
- D. Students will cooperate with school officials and support personnel to correct any attendance problems that may develop.

Legal References

Utah Code, 53A-11-101, 53A-11-102)

Utah Code 53A-11 101-105

Synopsis

Compulsory Attendance

Habitual truancy & Compulsory Education