



Board Members
Erin Jensen
Rickey Dalton
Marty Morgan
Teresa Morgan
Jeremy Pearson

County Courthouse
500 North Main
PO Box 69
Junction, Utah 84740
435-577-2912 x1
435-577-2561

Superintendent of Schools
Shane Erickson
Business Administrator
Koby Willis/
Admin Secretary/Gloria Fox
IT Director \Paul James

4010 - ATTENDANCE REQUIREMENTS

I. PHILOSOPHY

Few factors have greater influence on student success than regular attendance. It is of great importance that a student be in school unless that student places other students in jeopardy of health or well being. Daily participation in a demanding and meaningful education program is one of the keys to success. We believe, therefore, that in order to fully benefit from the educational opportunities provided, the student must be in school. Responsibility of school attendance shall be shared by the students, parent/s or guardian, administration, and staff (parent/s or guardians, however, have the primary responsibility).

II. REQUIREMENTS

A. Attendance

Every student will be required to be in school and in each class as required by State law, stipulation being that every parent or guardian having control of any minor between six and eighteen years of age shall send them to school. Exceptions must meet requirements of the law. (Public Law #53-11-101)

It is the expectation of the court that students within its jurisdiction will be in regular attendance at the school in which they are enrolled. It is the intent to prosecute for truancy those students who are habitually absent without allowable excuse. New legislation also allows prosecution of parents whose students are truant. Those in violation will be referred to school administration, youth court, or juvenile court. The school will do all in its power to deter truant behavior. Any work missed due to absences must be made up within the district guidelines. No make-up work will be accepted from students deemed truant.

All students attending Piute High School, regardless of age, are subject to the same rules. An 18-year old student is required to have the same parental permission and the same involvement as a younger student.

B. Definitions of Absence

Absence - A student is absent **any time the student is not present in class.**

School Excused Absence - A student is not considered absent from class if the student is involved in a sanctioned school activity. An example of a sanctioned activity would be a school field trip, a debate contest, or an athletic event. Permission for sanction is granted by the school principal.

Truancy - Truancy is any absence from school without approval of the school or any absence where the student has willfully and of his own volition chooses to be out of school without prior clearance of the absence. Parent's knowledge of an absence does not satisfy the legal requirements of school attendance laws. A few examples of truancy are: staying away from school all day or part of the day without proper permission, leaving school before the school day is over without proper permission, or staying out of part or all of a scheduled class without proper permission. Teachers will not provide make-up for truanies.

Tardiness - No tardy is acceptable. Reporting to class after the bell has sounded is considered a tardy. A student

more than 15 minutes late will be considered absent. Two tardy efforts will be counted as one absence. All tardy students report directly to class and the teacher will be responsible for monitoring and reporting to the office. If a teacher causes a student to be late for the next class, that teacher is expected to give the student a note that excuses the lateness. Other extenuating circumstances beyond a student's control will be handled by the principal and/or staff.

III. PROCEDURES

A. Absences - Each school will implement daily attendance checking procedures within the guidelines of district policies and the State Office of Education.

Verification- Verification of an absence by a signed parent/guardian written note, a parent/guardian phone call to the school's attendance personnel, or parent/guardian personally coming to the school and speaking with the attendance personnel is required by Board of Education for each absence. If the parent/guardian is unable to make contact on or before the day of absence then verification must be given to the school before the student returns to class. Exceptions to this requirement would include extended absences (such as hospitalization), confinement, or justified homebound situations. Verification makes it so the student is not truant; it does not excuse them from an absence.

Leaving Campus - Before the student leaves school during the day, the student will check out with the main office by supplying the office with verified parental permission. Upon his/her return to the school the student will check in at the office. A student, entering the school zone (parking lot) is considered to be on campus.

Truancies - Truancies will be reported to parents/guardians by the teacher and/or administration. Disciplinary action may include: Parent/student conference; detention and or referral to court or other social agencies. Truancy can amount to a criminal offense resulting in consequences and penalties not only to the truant, but also to his or her parent/guardian, or those with responsibility for the truant directly or indirectly contributing to the Court. Students who are habitually truant may be recommended for expulsion to the Board of Education.

B. Excessive Absences

Successful employment, in most entry-level jobs, is related to attendance and punctuality. School attendance is considered a work place skill. It is therefore, in the best interest of our students' welfare to train them in proper workplace skills while they are in high school. With this in mind, the following conditions have been developed for Piute High School students. After the fifth absence in any class during a grading period, the student may have credit withheld for the course until restitution is made. Restitution is defined as the student making up the days that have been missed over the allotted number of days (five per quarter) by attending tutoring.

Restitution will only be allowed between the fifth and eighth absence. For each day absent after five, the student must attend a one-hour tutoring session per absence per class. Students must complete them within one month of the previous term. After the eighth absence restitution will not be an option. Upon the ninth absence the student will have credit withheld for the term due to excessive absences and be referred to juvenile court.

Restitution tutoring class will be conducted as a study hall. Students will be required to engage in some academic pursuit. If no homework or make-up work is available, reading is an excellent activity. Students will be given a restitution check off sheet that must be signed by the tutoring supervisor. Students who do not come with meaningful work will not be admitted and students who are late or do not attend the required session will not be signed off that day. When all tutoring sessions have been made up and signed off within a month from the end of the quarter, the academic grade will be restored and credit issued.

Special consideration is given to students who have been hospitalized, had an immediate family death, or have gained special sanction from the building principal.

Students who have other extenuating circumstances have the right to appeal their case to an attendance committee. This committee, made up of the school counselor, principal, vice principal and classroom teachers involved, has the responsibility to allow, deny, or postpone the student's credit. All appeals must be submitted within one week of the last day of the current quarter.

IV. CREDIT AND GRADES

At Piute High School, attendance is considered to be a workplace skill; therefore, it is combined with class requirements (requirements that the instructor establishes in content, classroom standards, and classroom behavior) in the issuance of a grade and credit. Punctuality, class participation, completion of assignments, passing assessments, and a cooperative attitude, along with attendance, will determine the grade and credit. Any single category, if failed, may be cause for failure in the course.

V. RESPONSIBILITY

A. The student will:

1. Be in attendance
2. Be on time.
3. Be responsible for school work when absent.
4. Be responsible to verify all absences.

B. Parent or Guardian

The first time a student accumulates five full days of absences in any class, the school will notify the parent or guardian. Additional notification will occur on the seventh absence to make parent(s) or guardian(s) are aware of the potential withholding of credit and referral to juvenile court. Parent(s) or guardian(s)/students will be notified by letter each quarter if a grade is withheld because of an attendance problem. Parents and students may inquire about a student's attendance any time by contacting the classroom teacher or school.