

Payson High School Attendance Policy

Purpose and Philosophy

Payson High School recognizes a significant correlation between school attendance and academic achievement. A missed school day is a lost opportunity for students to learn. Students who develop and maintain patterns of positive attendance also demonstrate a life skill, habit, and quality of character that contributes to their college and career readiness, and promotes an upright and desirable citizenry. As such, PHS is committed to forming a cooperative alliance with parents and students to improve attendance and learning.

The objective of the Payson High School attendance policy is to:

1. Help all students experience academic success by maximizing instructional time,
2. Help all students develop habits of punctuality that will help them both in school and in life, and
3. Eliminate the disruption that tardiness and truancy causes to the classroom learning environment.

If a student needs support to improve attendance it is our intent to work closely with students and parents to problem solve and improve attendance and learning.

Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, students are asked to do the following:

- Be to class on time and ready to learn every period.
- Check out through the attendance office, should you need to leave school for any reason. You must also check back in at the attendance office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred. (Please see the school website for approved detention makeup opportunities and procedures.)
- If you arrive tardy to class, check with the teacher *that class period* to ensure you were marked tardy and not absent.

Parent Responsibilities

In order to help their students to be successful at school we ask that parents do the following:

- If the student misses school for an authorized reason (see excused absences), excuse that absence within **one** week. (For example, if a student is absent on a Monday, parents have until the following Monday to excuse the absence.) The one-week limit, however, does not extend beyond the end of a grading period. Parents who feel their situation warrants an exception should refer to the due process procedures.
- Parents may excuse 5 tardies per term (1st or 3rd period only)
- Parents may excuse an absence by replying to the absence notification email or by leaving a message at the attendance office. (Parents may choose how they would like to receive attendance messages, whether via voicemail, text message, or email, by logging into [ParentLink](#).)
- Verify that your student has checked out with the attendance office before leaving school. (Calling before or sending a note with your student will simplify the checkout process.)
- Check [Aspire / SIS](#) attendance regularly to track your student's attendance, and contact teachers prior to an extended absence.

Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their student's attendance patterns, teachers are asked to do the following:

- Accurately mark roll **each day**.
- Update SIS / Aspire in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.
- Support student learning

Administrator Responsibilities

In order to help students succeed academically, to help minimize distractions to the learning environment and to help parents maintain a clear picture of student attendance, administrators are expected to do the following:

- Communicate this policy to teachers, staff, students and parents.
- Work with families, teachers and staff to intervene early and often when students exhibit truant behavior.
- Ensure that the policy is implemented and enforced fairly and consistently.
- Support student learning

Attendance Codes

Teachers may enter or call in the following codes:

- T **Tardy** (0-10 minutes late to class)
- L **Late Tardy** (10-40 minutes late to class)
- U **Unexcused Absence** (Absent from class, or arriving after half the class time has passed)
- S **Sluff** (Verified by school personnel as not being in assigned area: class, assembly, library, etc.) Faculty/staff will call attendance to report. Parents may not excuse a sluff.

Administrators and/or the attendance office may enter the following codes:

- E Excused Absence
- N Tardy was made up in detention
- D Unexcused absence was made up in detention
- Z Student suspension
- A Activity Excused
- X Administrative Excused
- O Office Excused
- K Early Excused Check Out
- V Pre-approved Absence
- S Sluff

Excused Absences

Parents please call and excuse an absence within one week if a student missed a class for any of the following reasons:

- an illness
- the death of family member or close friend
- an approved school activity
- a medical, dental or orthodontic appointment
- a family emergency
- an absence excused through a health care or other accommodation plan (i.e., an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 accommodation plan).

Students shall have a reasonable amount of time (determined by the teacher), after the excused absence, to turn in assignments as determined by the teacher. If a student's excused absences are having a negative impact on his or her grades, the absences may need to be excused by an administrator. In specific cases of excessive absenteeism, the administration may require a doctor's note to excuse absences.

Rewards for Good Attendance

A variety of rewards will be offered to students who demonstrate a pattern of positive school attendance:

- Keys to Success cards will be given to those with perfect or greatly improved attendance.
- Prize drawings for good/improved attendance
- Quarterly certificate/treat recognition for perfect attendance
- Receive yearbook at early distribution
- Improved student learning
- Other incentives as deemed appropriate

Consequences for Poor Attendance

Students are required to attend all classes on time unless properly excused. Repeated truancy may result in:

- Make-up time/detention (before, after, during lunch)
- No participation status (if make-up time has not been completed)
- [District Attendance Policy](#)

As previously mentioned, PHS is committed to forming a cooperative alliance with parents and students to improve attendance and learning. Therefore, a conference with a parent/guardian, student, and administrator will be scheduled for any student exceeding 35 hours of make-up time. During this meeting the participants will work to problem solve in order to improve/remedy the truant behavior. Our intent is to remedy the issue at the school level, however in extreme cases, a student who exhibits a pattern of truant behavior that is unable or unwilling to remediate that behavior, the [district attendance policy](#) will be applied. Detention hours will be assigned as follows:

T	20 minutes
L	30 minutes
U	1 hour
S	1.5 hours

Makeup/Detention Options

- Working with teachers before or after school during designated teacher office hours (Does not include mandatory rehearsal time.)
- Detention before and after school and during lunch in computer lab C30. (Detention before school will be only be available Tues. - Thur.)
- Completion of credit recovery the term after the class is failed (work with administrator and teacher)
- Math lab
- Community service (get this approved with an administrator)

No Participation List

Parents and students will be contacted regularly, via Parent Link and email, regarding attendance / detention hours. Students will receive notes on a bi-monthly basis with the updated number of detention hours. Once a student reaches **10 hours** of detention, they will be placed on attendance warning status. The student will then have one week to reduce his or her detention hours below attendance warning status.

If the truant behavior continues and the student does not lower his or her detention hours below 10, the student will be placed on the **No Participation List**. This prohibits the student from participating in any extracurricular activities until detention hours are made up. Extracurricular activities include: athletics, clubs, art performances, school trips, receiving a yearbook during early distribution, attendance activities, graduation ceremony, and other voluntary school activities.

In order to try out, apply for, or audition for extracurricular activities such as athletics, drill, cheer, student council, FFA leadership, fine arts, etc., students cannot have more than 10 hours of detention.

A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior may be placed on contract which may include an alternative placement at the discretion of the school administration.

Grade Computation

Payson High School is committed to the ideal that teacher instruction cannot be duplicated. Direct instruction, group discussion, group work, and other classroom activities are difficult to replicate through make up. As such, PHS students should be aware that attendance may factor into their classroom grades. Please remember excessive absences, excused or unexcused, impact not only individual grades but also the rigor of the curriculum.

Participation may impact the academic grade if participation is an essential standard of the course curriculum and is properly disclosed and approved by the school administration. There must be reasonable relationship between the amount of the grade that will be based on a attendance and the amount of participation involved in the class.

Nebo District Attendance Policy JDH (<https://www.nebo.edu/pubpolicy/J/JDH.pdf>) states:

Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by

attendance. Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.