

OREM HIGH SCHOOL ATTENDANCE GUIDELINES & PROCEDURES

Philosophy of the OHS Attendance Guidelines

Attendance is a significant factor affecting student achievement in school. Opportunities for success during and beyond secondary school are also directly affected by a student's attitude toward attendance in high school. In order to afford students the opportunity to be academically successful and responsible citizens, OHS expects students to be in class, prepared, and on time each day.

In accordance with the mission statement of Orem High—"Student Achievement is Our Business, Our Only Business"—the objectives of the Orem High School Attendance Guidelines are to: 1.) provide students with successful learning experiences in each class, 2.) teach responsible behavior by encouraging students to be accountable for their attendance, 3.) support parent efforts in promotion of student attendance, and to 4.) provide a safe, effective, and uninterrupted learning environment for each student.

OHS supports state and district attendance policies which call for fairness and provide flexibility and accountability on the part of students, parents, and the school. OHS believes school attendance is a student-parent-school responsibility which involves all three entities in order to resolve attendance concerns prior to referring attendance problems to the district or juvenile court systems. High attendance expectations have proven to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, district, and state policy) will be subject to actions that could result in having credit(s) withheld from their high school transcript.

We understand that there are times when unexpected situations arise and/or when families will have a need to schedule important family events during the school year. The following policy provides the opportunity for the school to work with families through appeals and the process of excusing legitimate absences.

Attendance Appeals Process

Students and parents may appeal in writing to the administration for a closer examination on a case by case basis. Appeals should provide details as to why absences/tardies should not count against a student's attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness, etc.). It is expected that students will clear absences and tardies through the attendance remediation class or lose credit. The waiving of absences or tardies is entirely up to the discretion of the administration. Appeals should be submitted as soon as possible to the attendance office. Appeal forms are available in the attendance office and on the website.

Excusing/Reporting Absences and Tardies

Parents may excuse absences and tardies by sending a note to the attendance office at Orem High School between 7:30 a.m. and 2:30 p.m. Notes may also be faxed to 227-8774. An excused absence clears a student from truancy, however, it does not remove the absence from attendance records. Absences must be cleared within five (5) school days of the absence(s). When clearing an absence with a note, parents should include the date of the absence, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), and a phone number where a parent can be reached during the day. Fraudulent excusing of absences and tardies by students will result in school discipline.

Absences

OHS has set standards for class attendance based on research, district and state guidelines and policies that have proven to improve success in high school.

EXCUSED ABSENCES—

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make-up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected by this. All absences must be excused within five (5) school days of the absence with a note from the parent explaining the dates of absence, reason for absence, and contact information. After the five school days the absences will remain as unexcused or truant.

PRE-EXCUSED ABSENCES—

Absences in any given class can be pre-excused between the teacher and student. This provides advance notice to the teacher and the attendance secretary that a student will be absent, and allows the student to know in advance what will be missed on the day(s) of the absence. A pre-excused form must be filled out, signed by the student, parent, and teacher, and filed in the attendance office.

UNEXCUSED ABSENCES—

All un-excused absences are considered truanancies. Any absence not excused in the five (5) school days allowed is considered, on the sixth (6th) day, an unexcused absence. The only way to modify this is for the parent and student to meet with the administration. If a student is truant, the student forfeits the right to earn credit on any assignments, tests, or quizzes given on or due the day of the truancy.

Failure to clear unexcused absences will result in a loss of credit (NC) for the class regardless of a passing grade. Each unexcused absence in each class will need to be cleared through the Attendance Remediation Class (ARC).

If a student leaves school without checking out through the attendance office, which requires a parent or administrative approval, the absence will stand as unexcused.

ABSENCES & EXTRA-CURRICULAR ACTIVITIES—

Students who are participating in any type of extra-curricular activities are held to a higher standard as they are ambassadors of Orem High and thus they are required to attend all classes for the day of an event, unless it is a pre-approved absence. Activity advisors and coaches are required to maintain eligibility standards which include grades and attendance.

ON THE 4th EXCUSED ABSENCE—

Unless pre-excused, on the fourth (4th) excused absence of a term in each class, a student will need to make-up time in attendance remediation class or appeal to the administrative team in order to receive credit. If time is not made up, and the appeal has not been granted, a student will receive a no credit (NC) on their transcript.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he or she is not in the classroom when the tardy bell rings. A student who is more than fifteen (15) minutes late will be marked as present, but Very Late (V). On the third (3rd) Unexcused Tardy (T) in a single class each term, a student must attend attendance lunchtime remediation periods. This is also for the third (3rd) Excused Tardy (L). Thus for each very late (V) or 3 tardies (T or L) in any class, credit will be lost unless the student completes 2 lunchtime attendance remediation periods. Failure to make up the credit through attendance remediation school/periods will result in a no credit (NC) being transcribed.

Attendance Remediation Class (ARC) and “Why Try” Classes

Once a student has received an NC (No Credit) in a class, the student must make-up time in Attendance Remediation Class to have the NC removed. A student must attend Attendance Remediation Class for 80 min. per absence per class missed. Students who are 15 minutes late to any class will receive a NC (No Credit) for that day until they fulfill 2 lunch detentions. Lost credit, not made up by the time grades are posted by the 3rd day after the end of the term, will stand as final. Attendance Remediation Class starts sharply at 6:00 a.m. on Tuesdays and Wednesdays, free of charge. Students are advised to arrive five minutes early as latecomers will not be allowed in. Additional sessions will be held on Thursdays, and Fridays at 6:00 a.m. at a pre-paid cost of \$4.00 (used to off-set the costs of running the sessions). Students who attend sessions on fee days, but who have not paid in advance, will be charged \$5.00 at the door. There will be after school sessions as per the need. The after school time is 2:30 – 3:30 p.m. All after school sessions are all fee pay session based on the same fee structure as the before school fees. All fees must be paid prior to students receiving credit for attending the Attendance Remediation Class. In order to attend Attendance Remediation Class, a student must bring homework for the class missed (i.e. if making up an English class, student must be making up English homework) or a book to read.

Why Try Classes will be offered to students every Wednesday afternoon which a student can earn 2 ARC credits for attending. An evening Why Try class will be offered every other Thursday which parents are invited to attend with their student. The student will earn 2 ARC credits but if their parent comes with them they can earn an extra credit (total of 3 ARC credits). Students will not be permitted to attend a Why Try lesson that they have already attended and they will be required to complete a worksheet prior to receiving the credit.

No music, cell phones, games, sleeping, or talking is permitted in either the ARC or Why Try classes. Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal. If it is a fee day, they forfeit the right to a refund.

Checking on Student Attendance

Student attendance and grades can be checked at home or at work over the internet at the OHS homepage at: www.oremhighschool.com. To access the information you will need the ID and password for powerschool. You may also call the attendance office at 227-8765 between 7:30 a.m. and 2:30 p.m. to check on attendance. Attendance for each class will be entered into the computer by the end of the class period.

- Other School excused absences (admin. approved field trips, extracurricular activities) do not count against attendance.
- An NC does not count against a student's Grade Point Average (GPA).
- An NC is treated as an F for participation in extracurricular activities.