

Hillcrest High School

Attendance Flow Chart 2023-2024

HHS supports state and district attendance policies which call for fairness and to provide flexibility and accountability on the part of students, parents, and the school. HHS 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 a school mediation panel. **High attendance expectations have proven to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety.**

1

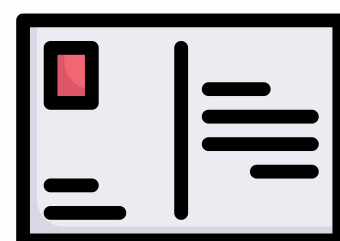
Accurately mark attendance daily



Accurately mark attendance each day, including partial attendance such as TARDIES and WAY-LATES. Hall monitors and the Attendance Office will mark students that are wandering the halls TRUANT (A-VT). If a student is more than 5 minutes late, send them down to the office to check-in.

2

Notify parents of absences



After 3-7 absences, teacher will notify parents via postcard home. Teacher will continue to build a positive working relationship with student and parent to address attendance concerns.

3

Administration Student Support Team



After 6-12 absences, The student support team will meet to discuss further interventions. Administrative interventions will include a personalized letter home, a meeting with student and parent, and additional interventions as needed.

4

Check and Connect Mentorship Program



If student attendance does not improve, student will be assigned a Check & Connect mentor to regularly meet with student throughout the week. The student may be asked to check in every morning with their mentor.

5

Additional support



If student attendance does not improve additional support will be discussed with Parents. Parent's may request to place their student in the RUF program to help provide increased structure, support, and attendance accountability. Teachers will receive notification via email when a student is placed in RUF.

Hillcrest High School Attendance Policy

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. The single greatest factor determining the likelihood of high school graduation is school attendance. In order to afford students, the opportunity to be academically successful and responsible citizens, **Hillcrest High School expects students to be in class, prepared, and on time each day.**

TARDINESS: Students are expected to be on time to class. Students up to 10 minutes late will be marked with a 'T'. Students more than 10 minutes late will be marked with a 'W'. Excessive tardiness will be addressed by teachers and administration.

UNEXCUSED ABSENCES (A): Absences are considered unexcused until they have been cleared by a legal parent/guardian.

VERIFIED TRUANT (A-VT): Students wandering the hallways and school campus during school hours without teacher or administrative permission will be marked verified truant.

APP UNEXCUSED ABSCENCES (Z): APP attendance that drops below 90% will receive a failing grade. Students wandering the halls during APP will not be tolerated. Parents will be notified via phone call, email, and/or post card of student absences.

EXCUSED EXTENDED ABSENCES: Excused absences of 4 to 10 consecutive days are considered "Education/Vacation Leave" and require an administrator's approval. Excused Education/Vacation Leave Forms can be found in the attendance office. Student/Parent will need to notify all teachers and collect schoolwork accordingly.

TRUANCY: Students will be referred to their administrator when absences become excessive. Students absences will be classified as excessive when student's attendance drops below 85% and/or the student has missed 5 or more days of school.

EXCUSED ABSENCES (E):

Contact our Main Office to excuse absences: 801-826-6000, Spanish ext.6079

Absences can only be excused by a legal parent/guardian. An absence must be excused in order to make up missed school work. After five days of an unexcused absence, a student may not make up the missed work. All absences not excused within three weeks following the absence, must have administrator approval to be cleared. It is the student/parent responsibility to check on their attendance and verify that their absence has been excused online with Skyward.