Provo High School Attendance Guidelines

Long Lunch/Advisory Fridays
Students who are passing all of their classes, have less than 3 tardies, and have no unexcused absences for the week will be eligible for an extended lunch period on Friday of each week. Any student who does not qualify to attend the long lunch will be held over for a 24-minute advisory period on Friday with their 5th or 6th period teacher. During advisory, students will be expected to work on schoolwork or conference with their advisory teacher as needed.

Friday Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 2</td>
<td>7:30 – 8:51</td>
</tr>
<tr>
<td>3 / 4</td>
<td>8:58 – 10:19</td>
</tr>
<tr>
<td>5 / 6</td>
<td>10:26 – 11:47</td>
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<tr>
<td>Advisory</td>
<td>11:47 – 12:11 (24 minutes)</td>
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<tr>
<td>Lunch</td>
<td>12:11 – 12:54</td>
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<tr>
<td>7 / 8</td>
<td>12:54 – 2:15</td>
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</tbody>
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"Excused Absence or Valid Excuse" means an absence resulting from
1) an illness;
2) a death of a family member or close friend;
3) a documented medical appointment;
4) a family emergency;
5) an approved school activity;
6) pre-approved family activity or travel;
7) other absences considered as "valid excuses" as determined by the school.

"Truant" is an absence without a valid excuse or an unexcused absence.
• A student is considered "truant" when he or she is absent from school without a valid excuse.
• Students who are truant will be referred to a Provo School District truancy officer and may receive a truancy citation, be referred to truancy school, be referred to Provo attendance court, and/or be referred to Provo Juvenile court.

Absences
• 3 parent-excused absences are allowed per class each term. Beyond that an appeal form will be required.
• Parents/guardians will notify the school attendance office of each student absence within 48 hours of absence in one of the following ways:
  1- Send in a note from a parent/guardian or doctor.
  2- E-mail the attendance secretaries (jeanines@provo.edu or kathyd@provo.edu).
  3- Call the Attendance Office (801-373-6550 ext. 3303)
• Doctor’s appointments verified by a doctor or a doctor’s note, school activities, and office excuses will not count against a student’s 3 parent-excused absences per class per term.
• Extended absences (e.g., family vacations) may still be excused using the school’s “Prior Approval for an Extended Absence” form which must be filled out by the student’s parent/guardian and signed by all their teachers and an administrator prior to being turned in at the front office.

**Teachers will give a quiz or participation points daily resulting in attendance reflecting the grade earned in the class.

* Complete student attendance policy can be found online at www.phs.provo.edu