

# AMERICAN FORK HIGH SCHOOL ATTENDANCE STANDARDS

Utah Compulsory Attendance laws require a parent or guardian to insure the on-time attendance of their children on a regular, uninterrupted basis. American Fork High School believes that students should be in class every day. One of the most significant factors affecting school success is regular attendance. Students have a tremendous responsibility in the education process. Learning requires a responsive student. They must be in their classes on time and prepared to learn (homework completed, necessary books and supplies ready). Absenteeism also places a burden on teachers. Re-teaching lessons and preparing make-up materials for absent students uses valuable teaching time and deprives those students who value their education and attend regularly.

School attendance is a student/parent/school responsibility. American Fork High School provides immediate computerized attendance information. Parents may check attendance by calling 756-8574 anytime between 7:15am and 3:00pm. Parents or students may check attendance online at any time by going to <http://205.118.5.5>.

Students may occasionally need to be absent for illness, emergencies, etc. In such cases they must make up all work missed. Students have the responsibility to arrange with their teachers for make-up work (as per District Policy 5156.2.2). The classroom experience cannot be duplicated through make-up assignments.

## Absences

Each term, upon reaching the **fourth (4th) absence** (parent excused, unexcused, truant, etc.), students will automatically lose credit in the class or classes in which those absences have accumulated. (An absence can be made up by attending attendance school). Parents may excuse a student absence by signed note or by calling the attendance office. Absences must be excused within **one week of the absence**. Students who have not met the attendance requirement (more than 3 absences) but have earned a passing grade will receive an NC or “no credit”. An NC differs from an F in that an NC does not figure into the student’s overall GPA. However, both NC and F result in loss of credit. For eligibility purposes, an NC is counted as an F. A student who is **truant** from class will receive a grade of NC (a truancy can be made up by attending **(2) two** sessions of attendance school).

## Tardiness

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in the classroom when the tardy bell rings. A student who is more than **fifteen (15) minutes late is considered absent**. Students who leave class early without being checked-out are considered truant. **On the fourth (4<sup>th</sup>) tardy, the student will receive a grade of NC** (Tardies can be made up by attending Attendance School). **A parental note does not excuse a tardy.**

**\*Approved Extracurricular absences are excused and do not count as one of the three allowed.\***

**Loss of credit due to violation of the attendance standards can be avoided by the following:**

## Attendance School

A student may register for and attend attendance school for (1) one hour per excused absence, (1) one hour per unexcused absence, and (2) two hours per verified truancy. Lost credit or grade reductions not made up by the last day of the term will stand. Attendance school will be held at **6:15 am on Tuesday, Wednesday, and Thursday (students arriving after 6:15am will not be admitted)** and is free of charge (**2:30 p.m. on Tuesday, Wednesday, and Thursday for a \$5 fee**). Students must be working on classroom assignments while attending attendance school. Students may make up tardies by attending a thirty (30) minute session of Attendance School held at **6:45 a.m. on Tuesday, Wednesday, and Thursday (students arriving after 6:45 a.m. will not be admitted) (2:30 p.m. on Tuesday, Wednesday and Friday for a \$5 fee)**.

## ATTENDANCE APPEALS PROCESS

After the initial three parental excused absences, parents must appeal in writing for additional absences. Appeals are reserved for unusual, uncontrollable attendance problems, i.e., medically verifiable illness. **It is expected that students who exceed three absences attend attendance school or lose credit.** The waiving of absences is rare. Appeal forms can be obtained in the front office and must be fully completed to be considered. Appeal forms must be submitted to the attendance office by the Tuesday prior to the end of a term to be considered.

**The Appeals Committee will meet three (3) times during each term to consider student appeals.**

# AMERICAN FORK HIGH SCHOOL ATTENDANCE STANDARDS

- A. ONE (1) TRUANCY = GRADE OF NC (NO CREDIT UNLESS MADE UP)
- B. FOUR (4) ABSENCES IN ANY CLASS = GRADE OF NC (NO CREDIT UNLESS MADE UP)
- C. FOUR (4) TARDIES IN ANY CLASS = GRADE OF NC (NO CREDIT UNLESS MADE UP)

**\*SCHOOL EXCUSED ABSENCES (FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES) DO NOT COUNT AGAINST THE STUDENT!\***

STUDENTS CAN MAKE UP ABSENCES BY ATTENDING ATTENDANCE SCHOOL TUESDAY, WEDNESDAY, or THURSDAY AT 6:15 A.M. OR 2:30 p.m.

- 1 (ONE) HOUR PER EXCUSED ABSENCE
- 1 (ONE) HOUR PER UNEXCUSED ABSENCE
- 2 (TWO) HOURS PER TRUANCY
- ½ (ONE HALF) HOUR PER TARDY

STUDENTS CAN MAKE UP TARDIES BY ATTENDING TARDY SCHOOL TUESDAY, WEDNESDAY, OR THURSDAY AT 6:45 a.m. OR 2:30 p.m.

STUDENTS MAY ALSO APPEAL AN ABSENCE IN WRITING [THE APPEALS COMMITTEE WILL MEET 3 (THREE) TIMES DURING EACH QUARTER].

## ATTENDANCE MAKE-UP

Mr. Atwood  
Room: 101  
Tues./Wed./Thurs.  
6:15 am - 7:15 am - FREE

Miss Rhoades  
Room: 4  
Tues./Wed./Thurs.  
2:30 - 3:30 (\$5 fee)

## TARDY MAKE-UP

Mrs. Holt  
Room: 112  
Tues./Wed./Thurs.  
6:45 - 7:15 am - FREE

Mr. Beeson  
Room: 39  
Tues./Wed./Thurs.  
2:30 - 3:00 (\$5 fee)

9/28/2010