

Timpanogos High School Attendance Policy

The THS community believes that regular attendance is necessary for academic achievement, and is a shared responsibility between student, parent, and school. Parents and students may check attendance records online (see codes below) at any time by logging into personal Skyward accounts. **Parents play an important role by determining which student absences are necessary, and calling or sending a note to the school to have them excused.**

Students bear a tremendous responsibility in the education process. Students must be in their classes on time, and come prepared to learn. Whenever students are absent, they have the responsibility to arrange with their teachers for make-up work. However, the classroom experience cannot be duplicated through make-up assignments. Absenteeism also affects a student's classmates, and places a burden on teachers. Teacher time and energy used for re-teaching, repeating instructions, and preparing make-up materials is taken away from students who attend regularly. Similarly, students who come to class late interrupt learning for those who arrived on time.

Policies and processes are in place to encourage regular attendance. Office personnel will be tracking student attendance throughout the year, and a consistent process will be followed for students with excessive absences, including letters mailed home, parent/administrative conferences, referral to district truancy school, and possible truancy court referral. The following attendance policy will also be followed:

Skyward Attendance Codes, ARCs Required, and Required Parent Actions

	Skyward Code	Required Parent Action	ARC Sessions Required to Restore Credit
Absence	E or X	For an excused absence (E), parent should send a signed note to THS attendance office within 1 week of absence. Teachers are not required to allow students to make up classwork missed from unexcused absences (X).	1 hour ARC for the 5 th and each subsequent E or X.
Pre-approved Absence	G	Parent must fill out and sign form (available on school website), and student must contact affected teachers in advance. Submit the completed form, signed by an administrator, to the attendance office prior to the absence.	None
Medical Absence	M	Parent must provide attendance office with a note from doctor or dentist within 1 week of absence.	None
School Excused Absence	N	None	None
Sluff (at school but not in class)	Y		Two 1 hour ARCs for each Y
Tardy (not in classroom when tardy bell rings)	T	None	30 min. ARC for the 4 th and each subsequent T
Check-in	I	Send a signed note with student. (Student should report to the attendance office when arriving late to school.)	Counts as a tardy (see above)
Very Tardy (more than 15 minutes late)	V	None	30 min. ARC for each V

NC

A grade of NC (No Credit) will be given for any class with unresolved attendance issues (required ARCs not completed). ARCs should be completed before the end of the term in which the NC is received. If the NC is not restored by the end of the following term, the credit will be lost, and alternative options (East Shore credit, summer school, electronic high school, etc.) must be pursued.

ARC (Attendance Restoration Class)

Students can have an NC removed, and restore their grade and credit, by attending ARC. Students must be working on classroom assignments the entire session. Latecomers will not be admitted. Electronic devices, sleeping, note passing, talking, etc. will result in dismissal from the ARC session.

ARC Schedule

Attendance Recovery Class (ARC) is held on Saturdays from 7:00 – 11:00 am

Attendance Appeals

Attendance appeals are reserved for extraordinary circumstances. ARC attendance is very rarely waived. In order to be considered, appeal forms (available in the attendance office) must be completed and submitted prior to the end of the affected term.