

AMES ATTENDANCE POLICY

Student success in school is directly tied to class participation. Therefore, in order to help parents stay better informed, AMES will provide an automated calling system to report when a student has missed one or more classes. Regular attendance is a prerequisite for academic success.

- Full day absences may be excused **within seven (7) school days** by note or by phone. Notes will be verified by a phone call. If you're unable to call on that day, students must provide a note from parent/legal guardian within one week. To assure that each student is given the opportunity to complete any missed work as a result of the absence. **NO absence will be excused after the 7-day period.**
- Excessive absences (5 consecutive days or more) will require verification by (i.e., medically verifiable illness, etc.) Documentation must be provided to the attendance office within seven (7) days of the absence.
- Students caught fraudulently excusing absences and/or tardies will be recorded as truant and are subject to school discipline. If students are truant, they forfeit the right to earn credit on any assignment, test, or quiz given or due the day of the truancy.

According to the Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), parents/guardians and students are responsible for regular school attendance. AMES recognizes that students may have an occasional absence due to illness, emergencies, etc., in such cases, students may be excused but are responsible to arrange for make-up work. **Absences must be excused by parent within seven (7) school days.**

Homework for Ill Students or students going on vacation

To request homework for a student you may contact the teacher through email. Email addresses for teachers may be found at www.ames-slc.org

Attendance Check-in & Check-out

Students who are less than 15 minutes late for a class period should report directly to the AMES office for a late pass, a parent/guardian note or phone call will be required for the pass. Students, who arrive later than 15 minutes will be considered absent. These students also need verification from a parent /guardian excusing the absence. Students who leave the school before the end of the day are required to check-out through the Attendance Office. This may be done with parent/guardian permission only. **Students who leave the school without properly checking out will be considered truant.** *Truancy tickets are given to students who are truant, or are out of class without a hall pass. The fine for Tardy Tickets is \$3.00 if paid within three days and after three days the fine increases to \$5.00.* These are issued by Cottonwood High School staff and must be paid to Cottonwood High School. Tardy tickets may be appealed to an administrator within one week of receiving it.

Excessive Absences

Students with excessive absences may result in suspension, and/or referral to Truancy School and Juvenile Court for non-compliance with Utah Compulsory Education Law (Utah Code 53A-11-101-105). After 10 days (or equivalent class periods) of unexcused absences within a school year, the school has the right to initiate parent/guardian conference, short or extended school suspensions or recommend termination from AMES.

Cottonwood High School Classes

AMES and Cottonwood do not share computer systems, therefore it is not possible for Cottonwood to see that a student has been excused. Please be sure to contact the Cottonwood Attendance Office at 385-646-5269 to excuse your student from their Cottonwood classes.

Please feel free to check with the school attendance office concerning the number of excused or unexcused absences that your student may have. You may contact Niltza Rains at (801)278-9460 ext. 102. Your cooperation is needed to help us give your student a quality education.