

Attendance/Attendance Credit Loss

Consistent attendance is important to a student's educational success. Parents, we ask for your help in monitoring and encouraging the attendance of your child.

A student must sign in at the attendance office when arriving late, and must sign out when leaving the building or campus during the school day (other than during their lunch time) or he/she will be considered truant from classes. If your student is absent, please call the school attendance office at 801.452.4061 within 5 days of the absence .

Attendance Credit Loss

Attendance credit loss is generated when a student accumulates five tardies or five absences in a class, or two administrative trancies in a quarter. **Attendance credit loss greater than .75 must be made up through community service efforts and fines to be eligible for extracurricular participation and graduation.**

Any absence counts against attendance credit unless a doctor/dentist note is provided or special arrangements have been made for prolonged absences (see Pre-Arranged absences section below). If a student's illness causes him/her to be absent more than four consecutive days, please provide a doctor's note to prevent the absences from counting against his/her attendance credit.

Truancies

A truancy is an unexcused absence without parent or teacher/advisor approval.

Leaving class or campus during the school day without checking out is considered a truancy, other than during lunch time. Two truancies during any term will result in a loss of .25 units of credit in each class affected and a suspension could result.

If a student is found truant or marked truant by the administration, a zero may be given for any assignments missed that day.

Tardy

More than four tardies in any class during any term will result in a loss of .25 credits for each class affected.

Pre-arranged Absences

If parents request to have their student excused from school for a reason other than illness or family emergencies, arrangements may be made in advance. Students can pick up and

complete a Pre-arranged Absence Form from the attendance office, all teachers sign the form, and it must be returned to the attendance office prior to the absence.

Attendance Credit Make-Up Options & Procedures

All attendance credit loss (ACL) over .75 must be made up **before graduation**, and to meet eligibility requirements for athletics, team events, student aid, student government, and all other activities in which students represent Bonneville High.

- **All attendance credit make-up must be pre-approved by the attendance coordinator or an administrator, and can only be made up at pre-approved sites.** For a list of approved community service sites and other options, please contact the attendance secretary at 801.452.4061.
- Community service hours worked at a non-approved site will not count toward attendance credit make-up.
- Organizations must be non-profit and community based.
- Each quarter credit (.25) of attendance loss requires 10 hours of community service (Off-campus), and a restoration fee of \$15.00. Community service performed at Bonneville High (On-campus) will receive .25 of attendance credit for every 5 hours.
- Hours worked must be on-site, in the presence of the approved supervisor, and work cannot be taken home to complete.
- Approved supervisors cannot be related to the student nor have a personal connection to the student/family.
- Student may not miss any class time to make up hours.
- Students may not receive pay or other benefits for hours worked.
- Attendance credit will be reinstated after necessary fees are paid to the bookkeeper. No more than \$90.00 will be assessed to any student during his/her high school career for attendance credit make-up.

Attendance Recovery Options (All must be pre-approved)

- **Attendance Credit Recovery Class:** This class will consist of 7.5 hrs in one week to restore .75 ACL. This option is offered several times throughout the school year.
- **Parent/Teacher Conferences:** Students may earn up to .25 for attending Parent/Teacher Conference with a parent and visiting all teachers on student's schedule.
- **Clean Quarter:** A student attending one quarter without losing attendance credit for absences/tardies in any class may restore one full previous quarter of ACL. This option is not available to seniors 4th quarter.
- **School Marathon Events:** Verification of participating in these events must be done through the coordinator of the event. (Typically, the running number or stamped form after the race must be turned in.)
- **PTSA Event Volunteers:** Events vary; check availability with attendance secretary.
- **Career Day Attendance/Participation:** Attend the school sponsored Career Day.

- **Communities That Care Events/Meetings:** Students can attend CTC meetings and/or events. ACL restoration will be determined by administration.