

Attendance/Attendance Credit Loss

801-452-4061

Student attendance, grades, lunch fees, and teacher contact information is available to all custodial parents/guardians through MyWeber (Portal) Support. The Portal can be set up through Weber School District's website at www.wsd.net.

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. Absences must be called in within 5 days of the absence at 452-4061 (24 hours) to excuse a student's absence for illness, bereavement or emergencies. Students checking in or out of school during the day must be checked out through the attendance office and a parent must call in before a student will be released (see **Bonneville's Attendance Policy/Check-Out Procedures at www.bhs.wsd.net for more information**). Absences will still count against attendance credit unless a doctor/dentist note is provided or they have been pre-arranged (see Pre-Arranged absences section below). Special arrangements need to be made in the case of prolonged or prearranged absences. 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. Students who are late to class are marked tardy, if less than 15 minutes late. Students who are more than 15 minutes late will be marked absent.

A complete copy of the Weber County School District attendance/citizenship policy is online at www.wsd.net under student services. A summary of important items follows:

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.

Absence

To excuse an absence for illness, bereavement or emergencies, a parent must call the attendance office at 452-4061 (24 hr. number) within 5 days of the absence.

Students who arrive late or leave early for appointments or emergencies must check in/out at the attendance office BEFORE leaving. Parents must call before student will be released. Students who choose to leave campus without following the checkout procedure will be automatically marked truant, regardless of whether a parent calls or not.

More than four absences in any class during any term will result in a loss of .25 units of attendance credit in each class affected.

Trancies

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. (Prior permission to the student's absence must be obtained and proper checkout through our attendance secretary must occur; otherwise a truancy could be issued.)

Two trancies 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 units of credit in 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 pick up and complete a Pre-Arranged Absence Form from the attendance office to have all of their teachers sign. It must be returned to the attendance office prior to the absence.

Attendance Credit Make-Up Options & Procedures

All attendance credit loss over .75 must be made up before graduation and to meet eligibility requirements for athletics, team events, student aides, 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. Students needing to make up attendance credit loss (student has more than .75 overall credit loss) will be required to fulfill community service requirements. Each quarter credit (.25) of attendance loss requires 10 hours of community service and a restoration fee of \$15. Attendance credit will be reinstated after necessary fees are paid to the bookkeeper. The receipt for payment of these fees must be attached to the community service credit sheet/contract obtained from the school attendance secretary. No more than \$90 will be assessed to any student during his/her high school career for attendance credit make-up. All community service must be selected from Bonneville High's list of approved community service sites or be pre-approved by an administrator. Community service hours worked at a non-approved site will not count toward attendance credit make-up. Service hours performed at Bonneville High School will require pre-approval of school administration and will restore .25 attendance credit for every 5 hours of work done at the school. \$15 fine with a maximum of 60 service hours performed at Bonneville High School.

Guidelines of the Attendance Credit Makeup Policy are:

Community service hours and other attendance recovery options can only be made up at pre-approved sites and must be pre-approved by the attendance coordinator.

- The attendance coordinator may contact any person/organization associated with attendance credit make-up to verify a student's performance and/or hours worked.
- Community service hours worked at a non-approved site will not count toward attendance credit make-up. 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.
- Students may not miss any class time to make up hours. If this is the case, the hours worked while the student was missing class will not be counted.
- Only 100 hours will be accepted at any one site/organization.
- Students may not receive pay or other benefits for hours worked.
- Organizations must be non-profit and community based.
- Hours worked must be documented on the school's community service credit sheet/contract and signed by the pre-approved supervisor.
- All work completed for a teacher or school must be turned in during the quarter the work is completed.

Attendance Recovery Options: (Note: all options may not be offered at each school)

- **Parent/Teacher Conferences:** Pre-approved from the attendance coordinator. Students may earn up to .50 for volunteering. Offered during Back to School Night and 1st and 3rd terms only.
- **Attendance Credit Recovery Class:** Offered four (4) times per year. The class will consist of 15 total hours and will restore up to 1.50 of attendance credit loss. This class may be taken two multiple times per school year.
- **Clean Quarter:** A student attending one quarter without losing attendance credit for absences/tardies in any class may restore one full previous quarter of attendance credit loss (.25). This makeup option may be used more than once. If you are a SENIOR, the clean quarter does not apply during 4th quarter. There is no limit to the amount of "clean quarters" that can be earned! Clean quarters must however be earned during the year in which they are used to restore attendance credit loss.
- **Two Weeks Perfect Attendance:** 10 consecutive school days with no absences or tardies. Restores .25 of attendance credit loss. May be used multiple times.
- **School Marathon Events:** (i.e. Walk/Run/Crawl, etc) Verification of participating in these events must be done through the coordinator of the event. (Typically, the running number or a stamped form after the race must be turned in.)

- **PTSA Event Volunteers:** Students may volunteer up to 60 hours maximum.
- **Career Day Attendance/Participation:** Attend the school sponsored career day. Valid for 20 days after completion.
- **School Service Hours:** To encourage students with attendance issues to “give back” to the school/district. These activities include but are not limited to...cleanup after games/activities, weeding and planting, etc. (Can be done at any school within WSD.)
- **Fundraisers:** Any fundraiser that involves the exchange of a product, i.e. food items, certificates etc. will not be allowed for community service hours.
- **CTC Events:** Students can take part in and attend “Communities That Care” events. Attendance credit reduction will be determined by the administration.

For a current list of approved community service sites and other options, please contact the attendance secretary at 801-452-4061.