

Selections from the THS Student Handbook

TIMPANOGOS HIGH SCHOOL ATTENDANCE POLICY

Basic Philosophy

ATTENDANCE IS A MEASURE OF ONE'S COMMITMENT. Teachers cannot recreate the atmosphere for a student who has been tardy or absent. The consequences of unexcused tardies and truanancies will be the loss of academic information, participation points, assignments or projects, teacher-directed instruction, quizzes or tests.

Definitions

EXCUSED ABSENCES: verifiable illness, hospitalization, funerals and doctor appointments. A parental note or phone call will be required for all excused absences. **The excuse must be received within two class sessions.** (Example: If today is an A day, you must excuse the absence before two more A days pass.)

TRUANCY: a student missing his/her class(es) while on or off campus without a hall pass or prior to check out through the attendance office or without the knowledge and permission of the parent or guardian. **A truancy may not be excused after the fact.**

THE ROLE OF THE STUDENT

1. Students are expected to be in class on time, to be prepared and to remain in class the entire period. A student may not make up work for credit due to truanancies or unexcused tardies.
2. After an absence occurs, students are required to bring a note signed by the parent to the attendance office. The note will be verified and recorded.
3. Students are responsible for obtaining assignments from their teachers after an absence.
4. Students are responsible for checking in and out through the attendance office. **Failure to check out prior to leaving campus will result in a truancy which can not be cleared after the fact.**
5. Students are responsible for informing their teacher(s) and getting the work ahead of time when there is a school activity that will cause them to miss class(es).

THE ROLE OF THE PARENT/GUARDIAN

1. Parents are accountable for seeing that their student(s) is in school.
2. Parents are responsible for sending a note with their student or calling the attendance office within two class sessions to verify absences. **It is the student's responsibility to check with the attendance office and/or the PowerSchool computers in the library to verify that it has been excused.**
3. Parents can support the school by arranging for medical appointments, vacations, etc. at times that will not require students to miss school.

4. In case of extended illness, parents should contact teachers to make arrangements for the student to complete missed work and provide medical documentation to the attendance office when absences reach or exceed 10 consecutive days.
5. Parents are responsible for checking students out through the attendance office, prior to student leaving campus.

THE ROLE OF THE TEACHER

1. Teachers are responsible for beginning class promptly and for providing meaningful instruction throughout the class period.
2. Teachers will provide disclosure documents which have been reviewed by the administration. Each teacher has the jurisdiction to outline make-up policies for missed work.
3. Teachers will provide missed assignments for students who were absent and have verified the absence within the two class session limit.
4. Any missed work due to truancies and unexcused tardies may not be made up for credit and therefore will affect the academic grade.
5. Each teacher will be issued a hall pass. Teachers will issue a hall pass to a student if it becomes necessary for him/her to leave during class time.
6. Teachers will mark all absences and tardies accurately.
7. Teachers sponsoring school activities must notify the attendance office with an excuse list and require that their students know that they must get permission before leaving for an activity.

THE ROLE OF THE ADMINISTRATION

1. The administration will provide supervision in the school and school grounds to enhance the safety of student.
2. The administration may do any of the following as a result of truancy: student and parent conferences, suspension from school, assess truancy fines, assess community service hours for unexcused absences or excessive tardies, refer truant to truancy school, refer truant to juvenile court, recommend an alternative educational program or recommend expulsion from school.

THE ROLE OF THE ATTENDANCE OFFICE

1. The attendance office will assist parents with questions about their student's attendance. The office will be open between 7:30 a.m. and 3:00 p.m. You may call the attendance office at 227-2409 and leave a voice-mail message any time of the day or night.
2. The attendance office will require notes or phone calls from parents to allow students to check-in and check-out.
3. Automated phone calls will be made at night to inform parents of their student's marked absence(s).
4. Letters will be sent home after excessive consecutive absences.

Class Changes

If a class change becomes necessary *the student must consult with a counselor*, and if conditions warrant, a class transfer form will be issued. This form must be completed in every detail before a transfer is official. Delay in completion may mean loss of credit. There will be a \$5.00 charge each time a schedule is changed. After a term has begun, a parent must meet with an administrator to discuss any class change. **Students will receive partial credit and the letter grade earned if class is dropped and/or changed after 10 calendar days.** Any new class added after 10 calendar days will only receive partial credit.

Dress and Grooming Standards

Clothing worn to school must not be unsafe, indecent, or grossly inappropriate. State law also requires that shoes be worn at all times. Those who do not follow the code may be asked to change or may be sent home until they conform to the School Board policy. “Adherence to these dress and grooming standards will be the responsibility of the student and his/her parents or guardian. Failure to conform may involve the student’s dismissal from school or, in the case of a special activity which requires special dress or grooming, the student being restricted from participation.” Policy No. 5152, 1.1.5

Guidelines:

- A. Hair should be clean and well-groomed. Hair styles distracting in appearance or needing constant attention are not acceptable.
- B. Footwear: By Utah Health and Safety Codes all students are required to wear appropriate footwear to school. Footwear also must not mark or damage floors.
- C. Clothing which is distracting to the educational process must be avoided. Very short shorts or skirts, halters, bare midriffs, tank tops, spaghetti straps, cutoffs and jeans of a “grubby” type are not acceptable. Shirts and blouses should have the standard size arm holes to be acceptable. Vulgar words, profane or obscene slogans, and pictures or advertisements for alcohol, tobacco and drugs are not to be worn.
- D. The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and that exemplify personal cleanliness.

Transcripts of Credit

Transcripts can be picked up from the Counseling Office. At least a two-day notice is needed to receive an official transcript. Each senior student may have a copy of his/her transcript sent to one school or agency FREE, provided they are ordered prior to June 15 of the year graduated. Additional transcripts ordered after this time will cost \$1.00 each.