

Attendance Policy

Riverton High School is committed to academic excellence and understands that learning is increased with consistent attendance. The Jordan School District requires that all children achieve mastery in the basic skills, and any absence from school interferes with the child's opportunity to master these skills. In an effort to increase student success, to prepare students for attendance expectations in their future careers, and to exemplify our commitment to excellence and leadership RHS has established an attendance policy. The policy defines attendance recognition incentives, absences and tardies, specifies loss of credit due to absences and tardies, and outlines how to excuse attendance and attendance school make-up procedures to reinstate credit. (See Rivertonhigh.org Attendance for the full policy)

- Attendance and punctuality are important life skills and both are extremely disruptive to the educational process.
- RHS recognizes that students may have an occasional absence due to illness, emergencies or family needs. In such cases, students may be excused but are responsible to arrange for make-up work.

Attendance Recognition

- To recognize students with exceptional attendance each quarter the administration offers an incentive award.
 - Quarter 1 : T Shirt
 - Quarter 2 - 3: Gift card to The Pack Shack (RHS School Store)
 - Quarter 4 : Giveaway-Entered for Drawing last Friday before end of Quarter
- To be eligible for this award students must meet the following criteria:
 - Be enrolled in a minimum of 6 in person classes through RHS that take attendance. (Online classes, blended classes, seminary, education release, work experience and job training do not count towards the 6 in person classes.)
 - Miss no more than 4 excused periods total within the quarter. This includes all excused absences including vacation days, check in's, and check out's. (School excused absences do not count towards this total)
 - No unexcused or made up absences, tardies, way lates or trancies.

Tardies

- Students are considered tardy if they are not in the classroom when the tardy bell rings.
- Students who arrive fewer than 10 minutes late to class will be marked tardy.
- Parents may not excuse a tardy.
- Upon the third tardy per class per quarter, and for every subsequent tardy thereafter, attendance school is required.
- Students arriving more than 10 minutes late will be marked way late. Every way late must be made up in attendance school. Parents may not excuse a way late.

Absences

- **Absences & Check In's must be excused by a parent/guardian within five school days** by calling the attendance office at 801-256-5810 between 7:00 a.m. and 2:45 p.m.
- You may excuse your child on rhsattendance-uc@jordandistrict.org we will verify your parent/guardian email that is listed on Skyward Family.
- Upon receiving the third of any combination of unexcused absences, check in or way late, and for every subsequent unexcused absence, check in or way late, attendance school is required.

Check In Procedures

- Students arriving to school late should come to the attendance office to get a check in note. Students are only allowed to check-in on first arrival to school or if they have a check-out note and are returning back to school.
- Only legal guardians may excuse student late check in's.
- Guardians should call 801-256-5810 to excuse late check in's **within 5 school days**.

Checkout Procedures

- Only legal guardians may check out students.
- Students must be checked out through the attendance office PRIOR to leaving campus.
- Call 801-256-5810 to check out your student. Calling early in the day for a check out anytime that day is recommended. The student can then pick up their check out note before school, on a break or at lunch and have the note with them. (If you call after 2:00 pm, we cannot guarantee a check out slip will be delivered to your student before the end of the school day.)
- Students are still responsible to complete class assignments.
- Do not leave a voicemail with the attendance office to check your students out. We often are unable to check our messages in a timely manner due to the volume of student interaction in our office. Please be sure you talk with a secretary.

School Excused/Education Vacation Release

- School excused absences (field trips and extracurricular activities) are not considered absences. School activities are marked with an N (School Excused) in Skyward. Students are still responsible to make up any missed class work.
- Education Vacation Release paperwork must be completed and submitted to the attendance office BEFORE the student leaves on vacation. Up to 10 days per school year can be excused as Education Vacation Release. This is marked with a V (Vacation/Education Leave) in Skyward. Students are still responsible to make up any missed class work. This attendance is considered towards attendance recognition awards.

Truancy

- Truancy is marked for students when they are not in class when they should be. This includes leaving class early without permission, coming late without a check in slip or missing class when the student is not excused. Students caught fraudulently excusing absences will be recorded as truant and will be subject to school discipline.
- If students are truant, they forfeit the right to earn credit on any assignment, test, or quiz given on, or due the day of the truancy.
- All trancies must be made up through attendance school to receive credit for the class.

Make-up

- Tardies, unexcused absences and check-ins over the threshold, as well as any truancy or way late, will result in a "no grade" if it is not made up. **This will result in a loss of credit for the class, regardless of passing grade. (NG = no grade; no grade = no credit).**

- Students will have the opportunity to make-up attendance issues through attendance school. This should be completed by the end of the quarter. One week into the new quarter is allowed to make up any attendance issues from the last week of the previous quarter. The NG will roll over to next quarter if not made up.
- NG's are calculated by attendance for each class and starts new each quarter. Concurrent enrollment and JATC class attendance does not count towards NG's as they are considered college courses.
- The following attendance codes will have to be made up in attendance school

No Grade Codes	
Code	Time to make up
Tardy - T (after 2nd, per class/quarter)	30 minutes
Absence - A, U, W (after 2nd of any combination of these codes, per class/quarter)	1 hour
Truant - Z (required for all truancies)	1 hour

Attendance School

- Students will receive "no grade" (NG) if absences/tardies are not made up or excused after the threshold for each is met. An NG differs from an F in that NG does not figure into the student's overall GPA. However, both NG and F result in loss of credit. For athletic eligibility purposes, student government, and other programs that have a minimum GPA requirement, NG is counted as a failing grade.
- Absences due to suspensions or confinement in county detention do not need to be made up. However, assignments from each class must be made up according to individual teachers' disclosures.

Attendance School Schedule			
When:	Credit to receive:	Where it is held:	Sessions begin:
Friday Mornings 7:15 - 8:15	1 hour	Room M3	First week of school
Friday Pack Time 1:25 - 2:25	1 hour	Teacher's classroom	First week of school
Wednesdays 3:00 - 4:00	1 hour	Room M3	Last four weeks of each quarter
Tuesday & Thursday Lunches A: 10:40-11:15 B: 12:15-12:50	1 hour	Room M3	Last four weeks of each quarter

- The "make-up" of unexcused absences, tardies or way lates in attendance school does not excuse students from completing the class work and assignments.

Attendance School/Pack Time Session Guidelines:

- 1) **You must be on time** for the session.
- 2) Come with your Attendance School slip filled out with name, student number, grade, and date.
 - i) Slips are available in Attendance Office
- b) FIFO (First In First Out) - Attendance school will be applied to the first date needed then work forward from the beginning of the school year, unless otherwise approved by your administrator.
- c) Once the Attendance Office receives your slip that you finished the full hour of Attendance School, the secretary will apply your Attendance School Credit to your No Grade. Make sure to turn your slip into the facilitator of Attendance School. Credit will not be given without the slip.
- 3) For Pack Time (Friday Afternoon only) you need to attend the class of your lowest grade. If this class is full or the teacher is not available, go to your next lowest grade class.
 - a) This time should be used for test retakes, finishing assignments, or silent reading.
 - b) Students must stay in class the full PACK Time (1 hour) in order to receive any attendance school credit.
 - c) After Pack Time session ends, Attendance school slips MUST be signed by your teacher and turned in to the Attendance Office by the student, by 3:00 p.m.
- 4) **For all sessions, students need to be prepared to do class work or read. Students will not be allowed to sit and do nothing, listen to music or play on their phones.**
- 5) Students who are disruptive, as determined by the teacher or facilitator, will be asked to leave and will not receive credit for attendance school that day.
- 6) Credit will be updated by the attendance office **within a week** of the session attendance.