



Absenteeism & Truancy Attendance Procedures

In accordance with Utah Code 53G-6-203 and the AMES Attendance Policy the following procedures and guidelines will be followed:

1. A Notification (automated phone call and email) will be provided to Parent(s)/Legal Guardian for any absence during a school day (excused & unexcused).
2. After the first five (5) unexcused absences, a school representative will notify student, contact parent(s)/guardian by phone and provide email notification of truancy describing the actions that will be taken to resolve the behavior.
3. For each unexcused absence beyond the first truancy notice (5 unexcused absences) the student will be required to take mitigation action by participating in activities including, but not limited to:
 - Lunch detention
 - School service
 - Participation in after school events
 - After school Tutoring
 - Canvas Attendance Assignments
 - Participating in school sponsored competitions
 - Performing extra duties in a classroom
4. After ten (10) unexcused absences, AMES will provide phone and email notification, issue a written notice of truancy mailed to parent(s)/guardian, and require parent(s)/guardian to meet with a school administrator to discuss the behavior and additional intervention/disciplinary actions. ○
Addition actions can include:
 - School service
 - Afterschool Detention
 - Saturday school
 - In-school suspension
 - Out of school suspension
5. A continual pattern of unexcused absences will be considered habitual truancy and can result in dismissal from AMES.