

Absenteeism & Truancy Attendance Procedures

Definitions:

- Absence or absent: The failure of a student assigned to a class or class period to attend a class or class period.
- Excused Absence: An absence due to physical or mental illness, family member death, approved school activities, medical/dental appointments, or family emergencies/activities, requested by the parent/guardian and in coordination with the school attendance office.
- Truancy: Intentionally being absent without a valid excuse for more than half the school day.

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

1. Teachers will keep daily attendance, establish and implement classroom rules and expectation regarding attendance, and address ongoing student attendance concerns.
2. A Notification (automated phone call and email) will be sent to Parent(s)/Legal Guardian for all absences during a school day (excused & unexcused). Changes to the attendance record will only be allowed up to a week after the absence.
3. 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.
4. For each unexcused absence beyond the initial truancy notification (5 unexcused absences), parent(s)/guardian will be notified that 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
 - Performing extra duties in a classroom
5. 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
6. A continual pattern of unexcused absences will be considered habitual truancy. Parent(s)/guardian will be required to meet with school administration to consider course of action including: removal from affected courses, no grade or credit given for affected courses, and/or dismissal from AMES.

AMES Attendance Intervention

Tier 1

- Classroom expectations, rules, & consequences
- Teacher intervention
- Parent communication
- Daily school attendance notification (one call)
- Rewarding good attendance
- School culture of attendance and learning

Tier 2

- School Truancy Notifications
- Academic impact
- School intervention and consequences
- Administrator / Parent Meeting

Tier 3

- No grade / Credit given, retake original credit course
- Suspension
- Dismissal from AMES