

Attendance Policies

The goal of the attendance office is to increase the opportunity of each student at Riverton High to profit from educational programs. The staff at Riverton High makes every effort to encourage regular attendance by all students and assist parents in their responsibility to have their children attend school.

Hours and Contact Information: The attendance office is open on all regular school days.

- Hours: 7:00 am – 2:45 pm
- Telephone: 801-256-5810
- <http://rivertonhigh.org/attendance/> for full Attendance Police and FAQ

Attendance Policies

- Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.
- RHS recognizes that students may have an occasional absence due to illness, emergencies, etc. In such cases, students may be excused but are responsible to arrange for make-up work.
- **Failure to make up unexcused absences, tardies or way lates will result in a loss of credit for the class, regardless of passing grade. (NG = no grade and no grade = no credit)**

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 (T).
- Parents may not excuse a tardy.
- Upon receiving the third tardy, and for every subsequent tardy thereafter, attendance school is required.
- Students arriving more than 10 minutes late will be marked Way Late (W). Way late must be made up in Attendance School. Parents may not excuse a Way Late.

Absences

- **Absences must be excused by a parent within five school days.**
- Absences may be guardian excused by calling the attendance office at 801-256-5810 between 7:00 a.m. and 2:45 p.m.

Make-up

- Any unexcused absence will result in a “no grade” (NG) if it is not made up or excused.
- The opportunity for make-up with Attendance School will need to be completed by the end of the quarter that the absence was received.
- Absences may be made up the following quarter, but will require two hours for each absence.
- NG’s may not be made up after two quarters. Credit may be recovered for required classes by purchasing and completing a packet.

Truancy

- Students caught fraudulently excusing absences and/or tardies will be recorded as truant and are subject to school discipline.
- If students are truant (Z), they forfeit the right to earn credit on any assignment, test, or quiz given on, or due the day of the truancy.

School Excused/Vacation Release

- School excused absences (field trips and extracurricular activities) are not considered absences. School activities are marked with an (N) on Skyward. Students are still responsible to make up work missed in classes.
- Vacation Release paperwork must be completed and submitted to the Attendance Office **BEFORE** the student leaves on vacation. Vacation Release is marked with a (V) on Skyward.

Checkout Procedures

- Only legal guardians may check out students.
- Students must be checked out through the attendance office **PRIOR** to leaving campus.
- Please call 801-256-5810 to check out your student. Calling first thing in the morning for a checkout any time during the day and having the student pick up the checkout note is recommended.
- Students are still responsible to complete class assignments.
- You may not leave a message on the Attendance Office phones to check your students out. We often are unable to check our messages in a timely fashion due to the volume of student interaction in our office. Please be sure you talk with a secretary.

Excusing Absences

- Absences may be excused **within 5 school days** by phone (801-256-5810) or note. Notes must be verified by a phone call. Please indicate both work and home telephone numbers on the note. Be sure notes are dated and signed by parents and include the students first and last name. Dates of days to be excused should be included along with the reason your student was absent.

Attendance School

- Students will receive “no grade” (NG) if absences/tardies are not made up or excused. 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.
- The “make-up” of unexcused absences, tardies or way lates in attendance school does not excuse students from completing the class work and assignments.
- The following attendance codes will have to be made up in attendance school.
A – unexcused absence
U – unexcused check in
Z – truant
W – way late (more than ten minutes late to class)
T – tardy (only has to be made up if there are more than two per class)

Attendance School Ticket Prices				
Offense	Time if made up within quarter	Cost	Time if made up following quarter	Cost
One Tardy – T (only if 3 or more)	30 minutes	\$2.00	60 minutes	\$4.00
One Way Late – W	30 minutes	\$2.00	60 minutes	\$4.00
One Absence – A, U	60 minutes	\$3.00	120 minutes	\$6.00
One Verified Truancy - Z	60 minutes	\$3.00	120 minutes	\$6.00

- Attendance School schedule may be picked up in the attendance office.
- Riverton High rules, including dress code, will be enforced in each session.
- Students arriving late will lose the opportunity to attend and will forfeit the money for that session.
- Students who are disruptive, as determined by teacher, will be asked to leave and will not receive credit for attendance school that day.