



## **NUAMES Attendance Notification Policy**

**Subject: 05SCD-003 Attendance Notification Policy and Procedure**

**Index: Student Conduct and Discipline**

### **1. Legal Authority:**

NUAMES Early College High School and Utah State Law require that students attend school regularly and that parents bear considerable responsibility to ensure that their students are in school when they are required. The full attendance policy can be found at [NUAMES.org](http://NUAMES.org) under policies.

### **2. Purpose and Philosophy**

The classroom experience is an essential component of the learning process. There are experiences, activities, and discussions that cannot be duplicated should a student be absent from school. The loss of this experience can significantly impact a student's academic performance. Poor attendance is the most consistent factor in a student's failure to succeed academically.

### **3. Policy**

NUAMES students are expected to attend their classes and be on time each day. In addition to academics, students will continue to learn beneficial habits of punctuality and preparation to help them throughout their lives. The guidelines for student attendance at NUAMES are as follows:

- 3.1. All absence notifications must be done by a parent within five school days upon the student's return to school. For example, a student who is absent all or part of an "A" day must have a parent/guardian verify the absence before the end of business hours within five school days.
- 3.2. Parents/Guardians are responsible for ensuring that NUAMES has received absence notifications and that they are verified through the attendance secretary. This may be accomplished in one of three ways: (1) sending an email by the parent or guardian from the email that is registered in the school's system; (2) by having a parent or guardian call the registrar from 7:35 A.M. to 3:30 P.M. Monday through Friday; (3) by having a parent or guardian come to the main office in person.
- 3.3. Absence notification by a parent is required and should include the following information: the exact dates and periods the student was absent, the reason for the absence, and a phone number where the parent or guardian can be reached should a question arise or further verification be needed. Students are responsible and accountable for turning in missed coursework, exams, assignments, etc. It is up to the teacher's disclosure

to determine if a student will be able to make up a missed quiz or test. Absence notification does not excuse the student from a class deadline or school work. The student should make every effort to get caught up and it is the student's responsibility to track down what they missed, not the teacher's responsibility. It should be noted that teachers are not obligated to make up missed lectures, or missed discussions when the student is absent.

- 3.4. Absences that have been pre-approved by NUAMES administration and are related to a field trip or classroom or NUAMES club-related event are considered part of the educational process and will not count against the student's attendance.
- 3.5. Students are considered absent if they are late to class by more than twenty minutes or are not making an honest effort to get to class on time.
- 3.6. The attendance secretary will indicate on the teacher's rolls in the computer whether the tardy was an excused tardy/absence or if it was not excused.
- 3.7. Students who leave school at any time during the school day are required to check out through the office. Students who leave school without properly checking out at the attendance office or leave class without permission may be considered truant.
- 3.8. Students do not need to check out for: off-campus lunch during the lunch hour, home release, magnet classes, released time, or internships.
- 3.9. If a student has been marked absent incorrectly, they need to check with the attendance office to determine the class period it was in, and then talk to the teacher who marked them absent to correct the absence.
- 3.10. A student with excessive absences in a class during a semester may be given a "U" for a citizenship grade. The definition of excessive absences at NUAMES is six or more unexcused absences and/or twelve or more parent-notified absences, per semester. A doctor's note may be required for every absence after twelve. If there are extenuating circumstances that cause a student to be absent more than twelve times during a semester, those will be handled on an individual basis with the NUAMES administration. Absences due to a pandemic, including mandatory quarantine, will not affect a student's citizenship grade as long as the school has received notification. During quarantine, students are still responsible for missed course work.
- 3.11. A student with six or more tardies in a class in any semester will result in the student receiving a "N" and a student with twelve or more tardies will result in a "U."

- 3.12. Students must have their NUAMES ID cards on their person at all times and be able to produce their ID badges at all times during the school day. NUAMES recommends students wear their ID badge on their lanyard, around their neck, and visibly displayed during the entire school day.

**4. Attendance Procedures:**

- 4.1. Check-In:
- 4.2. Students arriving late to school must check in at the main office in D3 or the Office in the D13 office to pick up a late slip and then proceed directly to class.
- 4.3. Students who establish a pattern of arriving late to school may be subject to administrative intervention and/or disciplinary action.
- 4.4. Check Out and Release From School:
- 4.5. Parents must notify the school to have their child checked out. Students who leave campus without being checked out through the office may be subject to disciplinary action and/or being marked truant.
- 4.6. The office cannot authorize the dismissal of a student to an adult or older sibling who is not on the student's emergency form (or if the parent has not made previous arrangements with the office).
- 4.7. A person checking out the student must show proper identification that matches the information on the emergency form.

**5. Absences Notification:**

- 5.1. Parents/Guardian are responsible for ensuring that all absences are verified through the NUAMES office.
- 5.2. This may be accomplished in one of three ways: (1) the parent/guardian sending an email to the school's registrar from the email that is registered in the school's system;
- 5.3. by having a parent or guardian call the attendance secretary from 7:35 A.M. to 3:30 P.M. Monday through Friday;
- 5.4. by having a parent or guardian come to the Main Office in person.
- 5.5. After five school days, absences contested by parents/guardians will be reviewed by the NUAMES administration to determine a course of action.

**6. Truancy:**

- 6.1. Teachers are not required to let a student make up missed class work, tests, quizzes, etc. if the student has been truant from class. The teacher may also choose not to allow make-up work for an absence where a parent/guardian has not given notification.

**7. TARDY:**

- 7.1. Six tardies in a single class period, per semester, will result in an “N” citizenship grade; twelve tardies in a single class period, per semester, will result in a “U” citizenship grade.
- 7.2. Parents can log into Aspire to review and check on students’ tardiness and absences. Twelve tardies in a single class period, per semester is considered excessive and may result in administration intervention and/or discipline.

**8. EXCESSIVE ABSENCES:**

- 8.1. A student with excessive absences in a single class period per semester will be given a “U” for a citizenship grade.
- 8.2. Excessive absences at NUAMES are six or more absences/truancy and/or twelve or more parent-notified absences.
- 8.3. If there are extenuating circumstances that cause a student to be absent more than twelve times during a semester, this will be handled on an individual basis between the teachers, student, parents, and an administrator.
- 8.4. Please note that some Concurrent Enrollment courses have attendance policies set by the University.
- 8.5. Excessive absences (more than 12 per semester per class) may result in students being referred to administration for attendance probation.
- 8.6. Probation consists of student/parent notification, monitoring, and advising.
- 8.7. A student violating probation and their parent(s) meet with the administration to determine corrective action before the end of the current grading period.
- 8.8. Probation is for 45 school days.
- 8.9. Probation ends at 45 school days only if during the probation period a student has 100% attendance.
- 8.10. Failure to meet the terms of probation will lead to restricted access to subsequent concurrent enrollment opportunities, and early college scholarships, and may affect graduation requirements.

**9. Concurrent Enrollment:**

- 9.1. NUAMES follows the department attendance policy for college where the concurrent enrollment (CE) course originates.
- 9.2. All CE courses will have the attendance policy outlined in their syllabus and distributed to students by the first week of school.

- 9.3. Students who receive a C- or lower in a concurrent enrollment class and have excessive absences (more than 10% of the course) may be restricted from concurrent enrollment courses in the subsequent semester.

**10. INCLEMENT TO WEATHER:**

- 10.1. NUAMES draws students from a large geographical area where weather conditions may vary. If a parent feels that road conditions are unsafe they may choose to keep a student at home or take the student to school later when road conditions have improved. In such cases, the student will be allowed to make up missed course work. If a student has been marked absent incorrectly, the student will need to work with the teacher to correct the absence.

**11. NON-TRADITIONAL INSTRUCTION:**

- 11.1. NUAMES shall comply with Utah Administrative Code R277-419 during times of online instruction or in non-traditional settings.
- 11.2. NUAMES shall abide by statute and rule even if parts of the code are not listed explicitly in this policy.
- 11.3. NUAMES will ensure that records of student attendance are maintained.
- 11.4. NUAMES may use any or all of the following continuing enrollment measures to track student attendance:
  - 11.4.1. Submission of assignments;
  - 11.4.2. Live or online instruction interactions;
  - 11.4.3. Participating in small group instruction live or online, or
  - 11.4.4. Communicating with the instructor by email, feedback, live online, face-to-face, or phone.
  - 11.4.5. All measures shall be documented by the teacher through attendance in the Student Information System (SIS).
- 11.5. The School shall communicate with parents should students fail to actively attend.
- 11.6. NUAMES shall document each student's continued enrollment status in compliance with the continuing enrollment measures typically weekly, but no less than once every ten consecutive school days.
- 11.7. NUAMES shall appropriately adjust and update student membership records in the student information system for students that did not meet the continuing enrollment measures

**12. REPORTING:**

- 12.1. NUAMES shall submit to the State Superintendent the School's accountability report and other state-mandated attendance and membership reports as requested by the State Superintendent.
- 12.2. NUAMES shall annually report to the Utah State Board of Education separately the absences with a valid excuse and the absences without a valid excuse

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