

How Does Detention, Attendance, and Tutoring Work?

Attendance Office

Carrie Christensen
801-423-7020
Hours: 7:30-3:00
Parents please leave a phone message or send a note giving student first and last name and student ID.

Amount of detention time required for various attendance deficiencies:

1 Tardy (T) = .25 hour (15 minutes) detention
1 Late Tardy (L) = .5 hour (30 minutes) detention
1 Unexcused Absence (U) = 1 hour detention
Sluff (S) = 1 hour detention

Frequently Asked Questions

Question: What are my options for serving detention?

Answer: See Detention and Tutoring Schedule on back of this paper.

Question: Who can serve detention in the Homework Help Lab (or any other Math or Science Lab)?

Answer: If you have one or more of the following, you may attend a lab:

1. If you are in need of a tutor (Do NOT need a note from a teacher. Not only for homework but you may also receive tutoring.)
2. If you are taking a test or doing a make-up lab (This is typically pre-arranged with your teacher.)
3. If you have been assigned by the administration or by another teacher to attend.

Question: Can I do extra detention time for future tardies or absences I have not received yet?

Answer: No. Sorry, that's not how it works!

Question: How do I know how much detention I have?

Answers:

1. Notices are sent out to students once a week.
2. Check SIS Web
3. Talk to Mrs. Christensen in the Attendance Office.

Question: Can I choose any teacher to serve detention with?

Answer: NO, you must pre-arrange time with the teacher before detention begins. You can only serve your detention time with the teacher whose class you missed or with the teacher of a class where you have missing assignments to work on. The teacher will fill out a Detention Credit slip and turn it in to the Attendance Office.

Question: When do I have to have my detention time served by? Do detentions affect my eligibility?

Answer: All detentions must be served by the end of the term. If your attendance has not been completely cleared by the end of each term, you cannot participate with, suit up for, travel with or represent a school group in competitions, extracurricular field trips or whole school assemblies or **walk at graduation**. You can attend school functions such as games, concerts, plays, and dances. You will become eligible as soon as attendance is made up.

Question: Where do I go, and what do I do if I need to check in or out of school, or am late in the morning?

Answer: If you are late in the morning, you will be tardy for class. Only first period tardies can be excused with a parent phone call or note dropped off to the Attendance Office. You will only need to sign in and get a note from the Attendance Office to be admitted to class if you arrive after 8:20. If you arrive later in the day or need to be checked out at a specific time, your parent must call (801-423-7020) or send a note (call and note must include student first and last name and student ID). Before you leave school for any activity not school related, such as a doctor's appointment, you need to sign out and sign back in at the Attendance Office.

Question: If I am absent, how long do I have for parents to call and excuse me?

Answer: Within one calendar week a parent can call to change your unexcused absence into an excused absence, but since you were absent you are still responsible to meet with your teacher to complete missed classroom assignments.

Question: What if I know I am going to miss school for more than three days?

Answer: Pick up a Prior Approved Absence paper from the Attendance Office. All teachers and one administrator will sign their approval to be sure you understand that you are responsible for all missing tests and assignments missed.

Detention and Tutoring Schedule

Wherever you go, be sure to **RECORD YOUR NAME, STUDENT ID, and TIME** on the detention log sheet so your credit can be recorded.

What	When-Time	Where	Time Counted for Detention Served	Cost	Requirements/Rules
Homework Help Lab	M-F 7:00-7:45am ----- M, T, Th, F 2:30-3:30pm Wed. 1:45-2:45pm	Computer Lab C-209	1 hour	Free	<ul style="list-style-type: none"> • Must show up ON TIME, but can leave early according to amount of time needed to serve. • If you are late, you WILL NOT get credit • Must need help on homework • NO electronics or cell phones (arrange rides with parents or friends before or after) • NO food or drink • NO sleeping or talking
Detention	M-F 7:00-7:45am ----- M, T, Th, F 2:30-3:30pm Wed. 1:45-2:45pm	Computer Lab C-207	1 hour	\$1	<ul style="list-style-type: none"> • Must show up ON TIME, but can leave early according to amount of time needed to serve. • If you are late, you WILL NOT get credit • Must be reading or completing homework • NO electronics or cell phones (arrange rides with parents or friends before or after) • NO food or drink • NO sleeping or talking
Lunch Detention	M-F Lunch	Computer Lab C-207	30 minutes	Free	Eat lunch the first 10 minutes of lunch time, serve the last 30 minutes. No eating in computer lab.
Detention with your Teacher	pre-arrange with specific teacher	pre-arrange with specific teacher	pre-arrange with specific teacher	Free	Must agree to teacher's terms. Teacher will fill out a Detention Credit slip for you to turn into the finance office.
Friday/Saturday Morning (TBD)	Date TBD 8:00am-12:00	TBD	4 hours	\$10 <u>flat admission</u> pay in room	Must arrive on time. May leave early, but cost is the same no matter how long you stay.