

Attendance Policy

Corner Canyon High School (CCHS) is an inclusive learning community devoted to the highest levels of academic achievement and performance. CCHS's priority is to ensure that all students leave Corner Canyon college-and-career ready, through successful pursuit of post-secondary education. Research has demonstrated that attendance in school is one of the strongest predictors for academic achievement, success in the classroom (i.e. participation, critical thinking, effective communication, rehearsing, reciting, and receiving immediate feedback). We emphasize the importance of rigor, relevance, and relationships in all aspects of learning.

This educational construct and foundation for both school and life-long learning begins with attendance and participation in class, and developing a positive rapport with teachers. The educational process requires continuity of both instruction and ongoing learning. Frequent and routine absence from the day-to-day learning environment can significantly impede and disrupt student achievement and success in school, both short and long term. Excellent attendance establishes a pattern of responsibility, accountability, and shows commitment that ultimately will benefit students in high school, post-secondary education, in their chosen career path, and in life.

The Utah Compulsory Attendance law (53A-11-101), and CSD's attendance policy (AA432), directs parents to require their children between the ages of six and eighteen to attend every official school day, and for schools to actively promote regular attendance. Therefore, Corner Canyon has developed this policy (in conjunction with parents) that adheres to Canyons School District's and Utah's legal guidelines.

SB 204: Notwithstanding Chapter 11, Part 1, Compulsory Education Requirements, an LEA shall record an excused absence for a scheduled family event or a scheduled proactive visit to a health care provider if:

*(a) the parent or guardian submits a written statement at least one school day before the scheduled absence; and
(b) the student agrees to make up course work for school days missed for the scheduled absence in accordance with LEA policy.*

CCHS Attendance Policy Objectives

- Maximize student learning, achievement, and preparation for college
- Support students in becoming responsible and accountable for their education
- Help students with becoming more autonomous and independent in life
- Demonstrate respect for instructional leaders, staff, and peers
- Promote the highest level of student safety by knowing whereabouts of each student

RESPONSIBILITIES

Student:

- Attend class promptly on time every day with a focus on learning
- Utilize Skyward to monitor attendance, academic achievement (homework and grades) and earned credits
- Follow proper check-in and check-out procedures with attendance office
- Reach out to teachers to obtain and complete make-up work in the event of an absence or absences
- Follow attendance recovery protocol when absences/tardies exceed the allotted 4 per class in a given quarter and do attendance school make up sessions for NG's

Parent/Guardian:

- Support CCHS attendance policy and state law by ensuring student's regular attendance at school

- Make every effort to schedule medical appointments and family vacations that do not require loss of school/achievement time (refer to pre-excused/vacation absences section)
- Follow check-in and check-out protocol---see policy below
- Utilize Skyward access to monitor student attendance, academic achievement (i.e. homework and grades), and earned credits
- **Notify Corner Canyon High School attendance office 801-826-6410 if a student will be missing school.**

Faculty:

- Record roll promptly each period of each day, including tardies and absences
- Provide a relevant learning activity at the beginning of each class
- Emphasize the importance of punctuality by starting class immediately after tardy bell
- Provide a high quality learning environment through specific, tailored, and relevant curriculum
- Promote and/or reward students for attendance, in-class participation, and student achievement
- Communicate with CCHS administration when student attendance issues arise

Corner Canyon High School:

- Account for student attendance promptly and accurately
- Provide proper check-in and check-out notification (slips) upon authorization by a student's parent/guardian
- Notify parent/guardian of absences by phone, electronic message exchange and/or letter
- Approve or deny application for pre-excused, vacation leave, attendance school, and "No-Grade" (NG) student appeals
- Work cooperatively with parent/guardian and students to improve significant or severe absenteeism and/or tardy issues
- Enforce and uphold both Canyons' School District guidelines and Utah State Compulsory Education law which may include a referral to juvenile court for excessive absenteeism

ATTENDANCE CODES

An absence is defined as any class period that a student does not attend. Students are marked accordingly:

- **A**= non-excused absence,
- **C-IN** or **C-O** = Student Checks in/out, can be excused with written documentation. **Cannot be excused with phone call.**
- **E**=Student is out of school all day and parent/guardian calls within three days or provide a written parent/guardian note. **Parent note will only excuse all day absences.** Documentation to excuse a student i.e. Dentist note, Doctor's note, Court note, Obituary or Wedding Announcement is brought into the attendance office within **3 school days**.
- **N**= School-excused absence,
- **A-VT**=verified truancy cannot be made up in attendance school.
- **T**=Tardy, students who arrive after the bell but within the first 10 minutes are considered tardy and receive a T. **A (T) TARDY CANNOT BE EXCUSED.**
- **W**=Way late, (Student arrives to class 10 or more minutes late). A "W" is also considered a non-excused absence.

At Corner Canyon High School (CCHS), a student's absences "A", "C", "W" and tardy "T" will be added together (aggregate total). The student is allowed 4 unexcused marks per class per quarter. If a student accumulates a total of 5 or more per class, per quarter (non-excused absences –A, C, W, and tardy--T) the student will receive no grade (NG) for that class. Each class will be evaluated independently. If students or parents have questions regarding make up, they should contact the attendance office at 801-826-6410.

Students who have not met the attendance requirements (as outlined herein) but received a passing grade will receive a No Grade (NG) if the excessive non-excused absences/tardies are not made up through attendance school. Students will be required to attend a session of attendance school in order to avoid loss of credit for every tardy or absence exceeding 4 (per class). The 5th violation (per class) results in no grade (NG). Students having extenuating circumstances may follow the appeal process. NGs must be made up in the quarter/school year they are received.

Students who have failed a class academically will receive an F regardless of their attendance.

Student Attendance Rewards

Students who have perfect attendance each quarter (No A, C, E, T, W, Vs.) will receive a sweet treat courtesy of the CCHS administration. Seniors who also demonstrate perfect attendance will also receive recognition at the end of their senior school year if they apply for the Attendance honor cord.

Vacation Release

Canyons School District allows students up to ten (10) school days per school year for vacation release. Vacation release days (V) do not count against the student's attendance record. Vacation release forms are available in the attendance office and must be submitted to the school **prior** to the leave of absence. Students are still responsible for making up all missed work during their vacation release period. A parent must call in to the attendance office 801-826-6410 to request a vacation release form; students will need time to then get signatures of all teachers and must turn it back in to the attendance office PRIOR to the absences. Absences will not be vacation excused for forms turned in after the absence dates.

School Excused Activities

Students who participate in a school-sponsored activity (e.g. student government, choir, band, athletics, debate, etc.) will receive an "N" for their attendance mark. Students will be allowed to make-up the work missed for full credit, and the mark will not count against the attendance record. Students need to get their excusal forms prior to the absence from their advisor/coach and take it to their teachers to get signed and receive work for the missed classes.

School Activity Participation

For athletics, student government, clubs, and other programs with a minimum GPA requirement, an NG is counted as a failing grade until make-up is completed and recorded by the school registrar. As a result, NG status could impact a student's ability to participate in school-related teams, programs and activities.

Information regarding each class and grading procedures will be included in each teacher's individual disclosure document. Students will be required to contact their teachers to receive work, and complete it in a timely manner, from any class missed due to legitimate absences. Make-up work will be handled as per procedures outlined in teachers' disclosure statements.

Parents/guardians are encouraged not to check out students for anything other than a legitimate illness or significant event that requires a student to miss school instructional time. **Excessive absences may result in a mandatory student/parent conference and/or referral to District Truancy School, Draper Peer Court, and Juvenile Court for noncompliance with the Utah Compulsory Education Law.**

ACCESS TO SCHOOL ATTENDANCE AND GRADE INFORMATION

Corner Canyon High School (CCHS) will be utilizing Skyward, a computerized attendance/grading program, which allows parents and students to access grading and attendance information daily using the internet.

Students and parents should check frequently to determine any problems and resolve them quickly with the attendance office and/or Assistant Principal. Information regarding Skyward access will be distributed as students register. Parents may also contact the attendance office by calling 801-826-6410 between the hours of 7:05 a.m. and 3:00 p.m.

Check-In and Check-Out Protocol:

Check-in: Students arriving during the 1st/5th period class should go directly to class.

Students are accountable to the teacher for that period for being late (the teacher will mark a T for the tardy or W for way late). Unless they have documentation student i.e. Dentist note, Doctor's note, Court note, Obituary or Wedding Announcement is brought into the attendance office within **3 school days** to excuse an absence. **Parent notes will not excuse check in/check out.** If students enter campus after the first ten minutes of any other periods, they must check-in through the attendance office.

Check-out: If it becomes necessary for a student to leave school during the day, the student must check-out through the attendance office. A parent/guardian must call the attendance office 801-826-6410 and give permission for student to check out. The student will receive a check out slip from the attendance office permitting them to leave. **Student must provide documentation i.e. Dentist note, Doctor's note, Court note, Obituary or Wedding Announcement when he/she returns to the attendance office within 3 school days. Parent notes can excuse check-in/check-out only if provided at least ONE DAY in advance.**

It is not necessary for the Parent/Guardian to come into the building to check a student out. Parent/guardian must call at least 1 hour prior to the student needing to leave the building unless it is an emergency. A student runner is sent to the class room to take a note to the student checking out or is called over the PA system at class breaks.

- **If a student leaves school without following the check-out protocol (as herein defined), the student is coded with an unexcused absence (A) that cannot be excused after the student leaves the building and will have to be made up in attendance school sessions after 4 per class.**
- **If a student leaves campus without checking out---parents cannot call later to excuse the absence. All check outs must be done prior to the student leaving campus. Parents/Guardians need to call in at least an hour (unless it is an emergency) before the checkout time so that students can be called during class breaks over the PA to come to the attendance office and pick up their check out slip. Students are not called down out of class for a check out (unless it is an emergency) or are not sent for during a class. Also---end of the day check outs need to be called in prior to 1pm in order for students to be called over the PA to get their slip; students will not be sent a check out slip for the last part of their last class of the day.**
- **DURING LUNCHESS THE ATTENDANCE OFFICE IS UNABLE TO LOCATE STUDENTS. PLEASE NOTE THE BELL SCHEDULES LISTED BELOW (IN HANDBOOK) AND KNOW YOUR STUDENT'S ASSIGNED LUNCH WHEN REQUESTING A CHECK OUT DURING THIS TIME PERIOD. YOU WILL NEED TO INFORM YOUR STUDENT PRIOR TO THE LUNCH PERIOD TIMES ABOUT A CHECKOUT IN ORDER FOR THEM TO LEAVE AT THE APPROPRIATE TIME. ANNOUNCEMENTS OVER THE PA ARE NOT ABLE TO BE MADE DURING LUNCHESS DUE TO OTHER CLASSES BEING IN SESSION AND CANNOT BE DISRUPTED.**
- **ALSO—students in a class, when a parent requests a check out, are not able to be called out by the attendance office. Individual teachers' rooms cannot be paged or disrupted during class time. Only during class breaks are students called down to pick up check out slips.**

TRUANCIES AND TRESPASSING

Corner Canyon High School (CCHS) is a closed campus. During school hours, students are authorized to leave campus under the following terms:

1. To purchase lunch during lunchtime
2. To attend a Release Time class
3. To attend classes at the Canyons' Technical Education Center or the Jordan Applied Technical Center (*students who are issued a Tech Center Card.*)
4. To work as a participant in the Work Release class or internship program (*student issued a work release or intern card.*)
5. To return home or travel to a doctor's office after checking out with parent permission (*student will have a checkout slip from the Attendance Office.*)
6. To participate in a school related excused activity (*i.e. athletic event, band performance, etc.*).

Assemblies and activities during the school day are designed for the entertainment, instruction, and social education of each student. When assemblies are scheduled, students are expected to attend the activity and behave in a respectful and appropriate manner.

Students found off-campus without permission during school hours are truant. **Students found on campus who are on release from campus under the guidelines outlined above will be considered trespassing and may be charged.** Truant students and trespassing students will face consequences as determined by the administration and/or local law enforcement.

ATTENDANCE SCHOOL AND AVOIDING LOSS OF CREDIT

On the 5th violation (tardy or unexcused absence) per class and any subsequent absence or tardy, students must attend attendance school in order to receive credit for the class for the quarter. Attendance school sessions will be offered in the mornings and will be scheduled as needed (see posted schedule for the quarter in attendance office or on the website). No charge will be associated with morning sessions. Attendance school will begin promptly at 7:05 am on scheduled days. **No student will be admitted late under any circumstance.** For admittance to attendance school, students must have schoolwork in their possession. No food or drink will be permitted in the study area. Students talking or sleeping during attendance school will be dismissed without receiving any credit, and must attend another day. Electronic devices (i.e. iPhones, iPads, smartphones, etc.) are only allowed with prior administrative approval and can only be used for school purposes. Students are to be engaged with schoolwork during the attendance school session. Any student not working independently will be asked to leave and receive no credit, and must attend another session on another day.

Attendance School is from 7:05-7:50 am on days scheduled during the second half of the quarter. 1 non-excused absence (A, C, or W)= 50 minutes. 1 tardy (T) = 25 minutes. 2 tardies (T)=50 minutes. Students must arrive by 7:05 am or they will not be admitted.

School administration will determine if additional sessions are necessary.

Attendance school schedules will be posted before mid-terms—see website or in the attendance office. **All non-excused absences (A, C, W) and tardies (T) must be made up within the quarter in which they were received.** If students have questions regarding their attendance they should contact the attendance office.

Made-up absences in attendance school (A, C, W) will be changed to a (M-AB) on student attendance records. Made-up tardies (T) will be changed to an (M-T) on student attendance records.

NGs must be completed for credit during the school year they are received; prior years' NG credits will have to be made up with make up packets or online credits per quarter of NG received.

APPEAL PROCESS

If there are extenuating circumstances which result in a student's exceeding the allowed absences, students have the right to appeal ONE TIME. Reviews are reserved for uncontrollable attendance problems (i.e. bereavement, court appearance, or physician verifiable illness). The following will be adhered to.

1. A student must submit a typed or written legible letter to the school explaining the situation and why an exception should be made. Include parent contact information (instructions for the appeal letter can be found in the attendance office).
2. All appeals must be submitted to the attendance office and should include all supporting notes and verification. This appeal will then be evaluated by the administration.
3. Once a student has received approval for an appeal for one quarter, he/she will NOT be allowed to do another appeal in future quarters/future years for attendance issues and must adhere to the attendance policy.

Attendance Definitions

Absence - Students are considered absent from a class any time he/she is more than 10 minutes late and they are not present for roll. School activities and assemblies are considered part of the regular school day and students are required to attend. If students need to leave school during the day, they must check out through the attendance office.

Excessive Absences – Absences that extend beyond the allotted four per quarter (per period) and/or a significant number of absences hinder a student's time in class which in-turn negatively impacts the student's ability to learn. Such examples would qualify as excessive absences, according to definition by the State Office of Education, and the CCHS attendance policy.

Absence - (A): Student is absent and the school receives no information from the parent/guardian explaining the absence.

Truancy - (Z): Parents/guardians and/or school are not aware of the reason for a student's absence and/or parents/guardians, police or school personnel have verified the student's absence as a truancy.

Guardian Call-(C) The parent calls to check a student in/out, missing one or more class periods, and does not bring in any official documentation within 3 days of the absence.

Parent Written Note Absence - (E): The absence is when the parent/guardian has notified the school of a student's absence within 3 days of the absence with a phone call or a written note that includes parent signature and parent phone number. Students who miss class between a check-in and a check-out will also receive a (E), if proper check-in and check-out steps are followed and official documentation is received.

Way Late—(W): Student checks in at the attendance office after the ten minute Tardy window and is given a slip to enter class, during the first half of a class, missing 10-70 minutes of class and does not have a parent/guardian written excusal note.

Tardy - (T): The student enters class within the first 10 minutes after the tardy bell rings.

Check-in/Check-out – see above Check in/Check out Protocol Section

Vacation Release Absence - (V): The student and parent/guardian must apply and receive approval prior to the occurrence of the absence with signatures completed. Students are limited to 10 vacation absences in a given school year.

Suspension – (S): The student has been suspended from school. Students will be allowed to make up the work missed and the missed days will not count towards marks for attendance school.

Make-Up Absences – (M-AB): Students who have completed one 50 minutes session of attendance school that have been recorded.

Make-Up Tardies – (M-T): Students who have completed one 25 minutes session of attendance school that have been recorded.

School Excused Activity – (N): Students who are excused from school for a school related activity (e.g., Band, Choir, Athletics, Student Government, Debate, field trip, etc.). These codes will not count on the attendance record.

ATTENDANCE POLICY - QUICK GLANCE

- ✚ **Arriving to school late DURING 1st/5th period:**
 - Go directly to class for a **T** (first 10 minutes) or **W** (more than 10 minutes).
 - You may bring *official documentation* to excuse a **W** *within 3 days* (i.e. note from doctor, dentist, or court, obituary, wedding announcement).
 - **Note from parent/guardian will not excuse check in/check outs.** Tardies cannot be excused.

- ✚ **Arriving to school late AFTER 1st/5th period:**
 - Check in at the attendance office.
 - A tardy (T) will be issued for the first 10 minutes to any class. Tardies cannot be excused.

- ✚ **Absent All Day:**
 - Parent/guardian must call or provide note within 3 days to excuse (E).

- ✚ **Check Out Procedure:**
 - Parent/guardian may call between **7:30 A.M** and **1:30 P.M** to check student out.
 - Due to the high volume of calls received, a parent/guardian should provide at least **1 hour notice** to check a student out in a non-emergency. This can be done via phone and is not necessary to come into the building. Runners are not always immediately available to send check-out notes to class. Your patience is appreciated.
 - Check outs will be coded with a "**C-O**. **For Attendance School purposes, a "C" cannot be excused unless the parent or guardian submits a written statement at least one school day before the check out or brings official documentation (e.g. doctor/dentist note, wedding announcement, etc.) (see Attendance School make-up below).** Students need to receive a check out slip before he/she leaves. Failure to obtain a check out slip before leaving school will result in an unexcused absence (A) that cannot later be excused and will need to be made up in attendance school after 4 per class.

- ✚ **Attendance School Make-Up:**
 - Each term, student absences "A", "C", "W" and tardy "T" will be added together (aggregate total). If a student accumulates a total of 5 or more per class, per quarter (non-excused absences –A, W, C, and tardy--T) the student will receive an **NG** (no grade) for that class. An Attendance School session will be required for each absence beyond four in a class to make up that absence or tardy. Each class will be evaluated independently. If students or parents have questions regarding make up, they should contact the attendance office at 801-826-6410. (e.g. **3rd period**: E, T, C, C, A, A => would require one session of attendance school).