



Attendance Policy

School attendance is one of the strongest predictors for classroom achievement and success. Students need continuity of instruction and learning. Frequent and routine absence from the day-to-day learning environment can significantly impede student achievement. Consistent attendance establishes responsibility and accountability, and shows commitment that will benefit students in high school, post-secondary education, in their career path and in life.

I. Overview

The Utah Compulsory Attendance law (53A-11-101) direct 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, Channing Hall has developed this Attendance Policy, that adheres to Channing Hall'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.

II. Channing Hall Attendance Policy Objectives

- A. Maximize student growth and achievement
- B. Support students in becoming responsible and accountable for their education
- C. Help students to achieve independence
- D. Demonstrate respect for instructional leaders, staff, and peers
- E. Promote the highest level of student safety by knowing whereabouts of each student

III. Responsibilities

- A. Student
 - 1. Attend class on time daily with a focus on learning
 - 2. Access SIS to monitor attendance and academic achievement
 - 3. Follow proper check-in and check-out procedures with attendance office
 - 4. Reach out to teachers or access Managebac to obtain and complete make-up work in the event of an absence or absences

5. Follow attendance recovery protocol when absences/tardies exceed the allotted 4 per class in a given term and do attendance school make up sessions as assigned
- B. Parent/Guardian
1. Support Channing Hall's attendance policy and state law by ensuring student's regular attendance at school
 2. 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)
 3. Follow check-in and check-out protocol---see policy below
 4. Access SIS to monitor student attendance, academic achievement (i.e. homework and grades), and earned credits
 5. Notify Channing Hall's main office at 801-572-2709 or excuse the absence online if a student will be missing school.
- C. Faculty
1. Record roll promptly at the beginning of each day in elementary school or each period of each day in middle school, including tardies and absences
 2. Provide a relevant learning activity at the beginning of each class
 3. Emphasize the importance of punctuality by starting class immediately after tardy bell
 4. Provide a high quality learning environment through specific, tailored, and relevant curriculum
 5. Promote and/or reward students for attendance, in-class participation, and student achievement
 6. Communicate with Channing Hall administration when student attendance issues arise
- D. Channing Hall
1. Account for student attendance promptly and accurately
 2. Provide proper check-in and check-out notification (slips) upon authorization by a student's parent/guardian
 3. Notify parent/guardian of absences by phone, electronic message exchange and/or letter
 4. Approve or deny application for pre-excused, vacation leave, attendance school, and "No-Grade" (NG) student appeals
 5. Work cooperatively with parent/guardian and students to improve significant or severe absenteeism and/or tardy issues
 6. Enforce and uphold both Channing Hall guidelines and Utah State Compulsory Education law which may include a referral to juvenile court for excessive absenteeism

IV. Attendance Codes

An absence is defined as any class period that a student does not attend.

- A. Students are marked accordingly:

1. X = Non-excused absence (no excusal by phone or email)
 2. C = Student checks in, can be excused with written documentation. Cannot be excused with phone call.
 3. 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.
 4. T = Tardy, students who arrive after the bell but within the first 10 minutes are considered tardy and receive a T, which cannot be excused.
- B. Channing Hall will utilize SIS, a computerized attendance/grading program that 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 Administration. Information regarding SIS access will be distributed as students register. Parents may also contact the main office by calling 801-572-2709 between the hours of 8:00 a.m. and 3:00 p.m.

V. Check-In and Check-Out Protocol:

- A. Check-in
1. Students arriving no later than 8:20 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).
 2. Documentation, i.e. dentist note, doctor's note, court note, obituary or wedding announcement, may be brought into the attendance office within 3 school days to excuse an absence.
 3. 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.
- B. Check-out
1. If it becomes necessary for a student to leave school during the day, the student must check-out through the attendance office.
 2. A parent/guardian must come into the main office to check his/her student out.
 3. Students will not be allowed to leave class until their parent/guardian has arrived.
 4. Students will be sent back to class until a parent/guardian has arrived.
 5. Students must provide documentation, i.e. dentist note, doctor's note court note, obituary or wedding announcement, when he or she returns to the attendance office within 3 school days.
 6. Parent notes can excuse check-in/check-out only if provided at least one day in advance.
 7. If a student leaves school without following the check-out protocol, the student is coded with an unexcused absence (A) that cannot be changed to excused.
 8. All checkouts must be done prior to the student leaving campus.

9. During lunches, the attendance office may be unable to immediately locate students. Please be aware of your student's assigned lunch when requesting a check out. Announcements over the PA system cannot be made during lunches out of respect to all the classes.

VI. Attendance School and Avoiding Loss of Credit

- A. Students may have no more than 2 tardies per class per month. If a student has accumulated more than two tardies in one class, he/she will be required to attend tardy school. If a MYP student does not attend tardy school during his/her appointed time, the student will miss the term PROWL party. Tardy school will be held the first Friday of each subsequent month.
- B. School administration will determine if additional sessions are necessary.
- C. If there are extenuating circumstances that 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).
- D. 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.

VII. Attendance Definitions

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

- D. 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.
- E. 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.
- F. 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.
- G. Tardy - (T): The student enters class within the first 10 minutes after the tardy bell rings.
- H. 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.
- I. 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.
- J. Make-Up Absences – (M-AB): Students who have completed one 50 minutes session of attendance school that have been recorded.
- K. Make-Up Tardies – (M-T): Students who have completed one 25 minutes session of attendance school that have been recorded.