

## 2019-2020 HHS Attendance Policy At-A-Glance

### Students with No NG's:

- May purchase a parking permit to park on campus
- Stay caught up with classes and classroom instruction
- Are eligible for school rewards

### Students with NG's:

- Are likely to fall behind on assignments and grades
- Will not receive credit for the classes they take
- May be at-risk of not graduating
- Could be referred to truancy school

At Hillcrest High School, we recognize the importance of daily class attendance and participation. Interactions with teachers and classmates on a regular basis are critical to the learning process. **Even missing just 2 classes per quarter is missing 10% of your time in that class!** The HHS attendance policy is designed to hold students, parents, and teachers accountable for classroom instructional time.

- **At Hillcrest High, a student's absences (A, W, and G coded) and tardies (T coded) will be added together. If a student accumulates a total of 5 or more (absences + tardies) and does not attend make up, the student will receive no credit (NG) for that class. Each class will be evaluated independently. Parents should notify the attendance office of any absence within 48 hours.**
- **Excused Absences (those documented by a doctor's note, funeral program, wedding program, etc. and E coded) and School Excused Absences (N coded) do not count in attendance totals.**
- **On the 5<sup>th</sup> violation (tardy or absence) and any subsequent absence or tardy within the quarter, students must attend student support time with the teacher who recorded the attendance violation in order to receive credit for the class for that quarter.**
- **NG's from all previous quarters may be made up with a Green Card available in both the Attendance Office and the Counseling Center.**

## HHS Attendance Policy 2019-2020 (Last update 8/7/17)

At Hillcrest High School, we recognize the importance of daily class attendance and participation. We emphasize the importance of rigor, relevance, and relationships in all classes and instruction. Interactions with teachers and classmates on a regular basis are critical to the learning process. Faculty and administration at Hillcrest High are requiring regular attendance and punctuality in order to teach students a valuable lesson, which will benefit them as employees after they graduate.

Regular attendance is mandated by the Utah Compulsory Attendance Law (Utah Code Section 53A-11-101), which requires all students between the ages of six and eighteen to attend school. The law also states that every parent or guardian has the responsibility of sending his or her child to school. The goals in implementing a school wide policy are to teach respect, responsibility, and to increase student performance by motivating students to attend class regularly and on time.

As per district policy 500.35-1.2, we have implemented the following school wide attendance policy to encourage regular attendance, punctuality, and to help develop habits that will prepare students for future careers. The design of the policy is to assist students, parents, teachers, and school administration in understanding their role and responsibilities.

### RESPONSIBILITIES

#### Students

- Show respect for teachers and classmates by attending class regularly and on time.
- Monitor own attendance and grades regularly using Skyward.
- Take responsibility for any work missed for legitimate absences by contacting the teacher and turning in any approved work as per teacher policy.
- Follow proper check-in/check-out procedures.

#### Parents

- Monitor student attendance and grades regularly using Skyward.
- Plan medical appointments and vacations at times which do not interfere with the academic year when possible.
- Support state law by expecting regular school attendance of students.
- Notify school of any legitimate absence within two school days.
- In the case of extended illness, parents must contact the attendance office to determine the proper course of action to prevent students from falling behind in class.

#### Teachers

- Keep an accurate roll of all absences and tardies daily.
- Emphasize the importance of being on time, and begin class promptly with meaningful instruction.
- Discuss attendance issues with students as they arise and attempt to make contact with students, parents, or administration when necessary.
- Allow make up opportunities for any legitimate excused absences including any school excused absences.

#### School Administration

- Identify students with attendance issues and work with students, parents, and teachers to find solutions to any problems and work to improve attendance.
- Refer students with serious attendance issues to truancy school as the situation demands.

### ATTENDANCE

An absence is defined as any class period that a student does not attend. Students are marked accordingly: A= non-excused absence, Z=verified sluff. A student arriving to class more than 10 minutes late will be marked with a W, which is also considered an absence. Students who arrive after the bell but within the first 10 minutes are considered tardy and receive a T.

Parents need to call attendance office to verify excused absences within two school days. Tardies cannot be excused by a parent or guardian. Hillcrest High School's previous attendance policy allowed parents/guardians to excuse students for more reasons than are required by state law. These excessive excusals have had negative impacts on student learning, grades, etc. and also on the workloads of office staff and teachers. Beginning in the 2017-2018 school year, a written note from a doctor/dentist or program from a major family event (wedding, funeral, etc.) will result in an Excused (E) absence that does not contribute to the excessive absence/no grade (NG) policy. Any other student absence that needs to be excused by a parent/guardian will result in a Guardian (G) absence that WILL contribute to the excessive absence/no grade (NG) policy. The (G) code will still allow students to make up work missed in a given class. The G code may NOT be used to check students in late to 1st and 5th period classes. Students should report to class when they can and will receive a T (Tardy) or W (Way Tardy) code. These will contribute to the excessive absence/no grade (NG) policy. If there are unusual circumstances, student/parent should meet with an assistant principal.

**At Hillcrest High, a student's absences (A, W, and G coded) and tardies (T coded) will be added together. If a student accumulates a total of 5 or more (absences + tardies) the student will receive no credit for that class. Each class will be evaluated independently.** The following table gives an example attendance report. The attendance marks in red represent classes that will need to be made up in order to clear an NG. These attendance marks WILL NOT show as red in Skyward; this is provided as an example only. If students or parents have questions regarding make up, they should contact the attendance office at 801-826-6010.

8/25-8/29					9/1-9/5					9/8-9/12					9/15-9/19					9/22-9/26				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
T	.	T	.	A	.	.	W	.	G	.	.	.	W	.	.	.	.	.	.	.	.	.	.	.
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**Students who have not met the attendance requirements will receive a No Grade (NG) and no parking permit will be issued to students with NG's on their academic record at the time of purchase.**

Students may avoid being issued an NG by making up negative attendance marks before the total of negative attendance marks in any one class add up to five. They may do this by attending student support time for the classes they were absent for, working with teachers to make-up absences and tardies.

Students issued NG's who have a passing grade in the class will not receive credit for the class until the NG is cleared through make-up procedures described below.

Students who have failed a class academically will receive an F regardless of their attendance. For athletics, student government, 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.

Information regarding each class and grading procedures will be included in each teacher's individual disclosure document. Students will be required to contact their teacher 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 the teacher disclosure statement.

Parents/guardians are encouraged not to check out students for anything other than a legitimate illness or significant event that require a student to miss school instructional time. **Excessive absences may result in referral to Truancy School for noncompliance with Utah Compulsory Education Law.**

Canyons School District policy allows a student to miss up to 10 school days per year for **pre-approved** educational/vacation leave. Students wishing to exercise this privilege are expected to pick up a release form in the Attendance Office. This form must be completed and returned to the Attendance Office a minimum of 2 school days before the anticipated absences.

### **ACCESS TO SCHOOL ATTENDANCE AND GRADE INFORMATION**

Hillcrest High School 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.** Information regarding skyward access will be distributed as students register. Parents may also contact the attendance office by calling 826-6010 between 7:00 a.m. and 3:00 p.m.

### **CHECK IN/CHECK OUT**

In order to check out, a parent/guardian must call the attendance office or students may use the phone in the attendance office to call parents for check out. Please do not send notes to check a student out of school. Students arriving to school after 8:15 a.m. must check in at the attendance office before going to class. Students who leave campus without checking out through the Attendance Office may be marked truant.

### **TRUANCIES AND TRESPASSING**

Hillcrest High School is an open 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/JATC (*students issued a Tech Center Card.*)
4. To work as a participant in the CWE (*work study*) or internship program (*student issued a CWE 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.*)

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. 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.** Truant students and trespassing students will face consequences as determined by the administration and/or local law enforcement.

### **ATTENDANCE MAKE-UP PROCEDURES AND AVOIDING LOSS OF CREDIT FOR ATTENDANCE MARKS DATED WITHIN THE CURRENT QUARTER**

**On the 5<sup>th</sup> violation (tardy or absence) and any subsequent absence or tardy, students must attend student support time with the teacher who recorded the attendance violation in order to receive credit for the class for that quarter.** Student support time is Monday, Wednesday and Friday from 7:05 a.m. to 7:50 a.m. Students should arrange attendance make-up with their teacher so the teacher is prepared to help them with relevant work that was missed. The following steps should be followed for attendance make-up:

1. Make arrangement with the teacher to attend their student support time for attendance make-up
2. Follow the rules of that teacher's attendance make-up session
3. After the attendance make-up is complete the student or teacher must return the white copy of the "attendance school" slip to the attendance office.
4. The attendance mark will not be erased until teacher has had time to confirm to the attendance office the attendance was made-up properly. This process could take up to one week.
5. Finally, this process must be completed no later than one week after the end of the quarter the attendance mark occurred in. Only a teacher may extend this time.

\* Students with multiple marks to make up, but who have completed all work in the class, may be referred to Attendance School classes at teacher's discretion. Attendance School sessions will be held during student support time. \*

## LOSS OF CREDIT (NG) CLEARING PROCEDURES FOR ATTENDANCE MARKS OLDER THAN THE CURRENT QUARTER

Students who fail to make up attendance during the quarter the mark was recorded will need to complete the following steps:

1. Pick up an attendance make-up option card in the attendance office or counseling center. This card may also be printed from HHS web site.
2. Follow the directions of the card obtaining all the signatures and phone numbers for verification.
3. Turn the attendance make-up option card in to the attendance office. Attendance marks will not be cleared until options chosen are verified. This process could take up to one week.

The following rules will be used to calculate non-attendance make-up hours even if the accrued make up time is less than time needed after the rules below are applied:

1. NG's older than one quarter = 2 hours of make up time per NG
2. NG's older than one academic year = 3 hours of make up time per NG
3. NG's older than two academic years = 4 hours of make up time per NG
4. NG's older than three academic years = 5 hours of make up time per NG

**Sample Attendance Make-up Option Card:** Students making up deficient attendance marks must complete one or more of the following options and turn this option card with documented signatures/phone numbers etc. into the Attendance Office. Please know that attendance will not change until completed options are verified.

- 10 consecutive school days of perfect attendance in all classes will erase one NG.  
**Dates:** \_\_\_\_\_.
- Students who have failing grades in the current quarter who contract with a teacher and turn the grade from failing to C+ or higher will erase one NG.  
**Teacher Signature** \_\_\_\_\_.
- Attending 10 Student Support Time mornings during a current quarter verified by teachers will erase an NG. To verify students must turn in log with printed teacher name and signatures into attendance office.
- Students who recover a class credit by any means, i.e. CVHS, after school labs, credit recovery classes etc., or other approved after school programs, will erase one NG.
- Students who complete verifiable hours of service at school, community, church or neighborhood, or attending "School of Life," will erase NG's at the following rate: **older than one quarter = 2 hours of make up time per NG, older than one academic year = 3 hours of make up time per NG, older than two academic years = 4 hours of make up time per NG, older than three academic year = 5 hours of make up time per NG.**

Students will need to provide a log of service hours confirming the service was completed. Log must include place, type of service, printed name and signature of supervisory individual verifying total time with phone number.

## LOSS OF CREDIT (NG) NOT CLEARED

All NG's for classes needed for graduation not cleared before the final graduation practice can result in the lost privilege of walking during the graduation ceremony. Seniors who choose not to walk in graduation or who are prohibited from walking will be issued their diploma through the registration office of HHS. For the diploma to be issued, all NG's in classes needed for an accredited diploma must be cleared.

To clear NG's issued in the 4<sup>th</sup> quarter of a student's senior year, the senior must work with the teacher. To clear all other NG's related to classes needed for graduation seniors may follow the guidelines of the NG option make-up card or pay a fine of \$25 per NG. After the third week in May, 4<sup>th</sup> quarter NG's may be canceled by paying a fine but not before.