

BRIGHTON HIGH SCHOOL ATTENDANCE POLICY

At Brighton High School, credit is placed on the transcript when a student earns a grade and meets the attendance requirement. The goal of the Brighton High School Attendance Policy is to increase student success by encouraging daily attendance and recovery of learning and work missed due to absence. We also want to help students become college, career and citizenship ready by developing responsibility by meeting the attendance expectations in their future careers.

School attendance is a shared responsibility of students, parents, and the school. Brighton High School provides computerized attendance information through Skyward, which is updated daily to assist parents and students. Students and parents may check class grades and attendance records using any computer with an internet connection.

- Go to bhs.canyonsdistrict.org
- Click on the Skyward Access icon
- Select Family Access
- Enter your username and password

Contact the Brighton Attendance Office at (801) 826-5807 if you need to reset your username or password.

Attendance Codes

An absence is defined as any class period that a student did not attend. Students are marked according to the following codes:

ABSENCE (A): When a student misses class and a parent does not contact the school, the student will be marked absent. These absences will count toward the no grade (NG) policy.

GUARDIAN EXCUSED ABSENCE (G): An absence excused by a parent/guardian **within five days of the absence** occurring but without approved written documentation. These absences will count toward the no grade (NG) policy.

EXCUSED ABSENCES (E): If a student misses class as a result of a significant family event (wedding, funeral, doctor visit, etc.), the student may receive an Excused Absence (E). In most cases, some form of written documentation (i.e. dentist note, doctor note, legal note, obituary, wedding announcement, etc.) must be provided. **Excusals shall not be accepted after three days or for a previous trimester.** The (E) code for excused absences will not count towards the no grade (NG) policy.

TRUANCY (A-VT): If police or school personnel verify an absence as truancy, the absence code (A) will be changed to a Verified Truancy code (A-VT). School activities and assemblies that are scheduled during school hours are considered part of the regular school day. Students are required to attend the activity or be in an approved alternate area during that time. The truancy code will count towards the no grade (NG) policy.

TARDY (T): A student will be marked tardy if he/she arrives to class within the first ten minutes after the starting time of each class period. Students are given six minutes to get from one class to the next and should use their time wisely to arrive on time to class. Each tardy will count towards the no grade (NG) policy.

WAY LATE (W): When a student arrives to class more than ten but less than 30 minutes late, the student will be marked as "way late." The way late code will count towards the no grade (NG) policy as a tardy.

VACATION RELEASE (E-V): Canyons School District policy allows a student to miss up to ten (10) school days per year for pre-approved vacation release. The parent/guardian gives approval by calling the attendance office **prior** to the student's absence. It is the responsibility of the student to contact his/her teachers regarding assigned work and grades prior to the leave of absence for a vacation release. Seniors attending college visits need to request a vacation release. The code for vacation will not count towards the no grade (NG) policy.

SCHOOL ACTIVITY (N): Students participating in activities sponsored by Brighton High School or Canyons School District will be excused administratively. The code for school activities will not count towards the no grade (NG) policy.

SUSPENSION (S): When a student is placed on suspension, they are not allowed on school property or to attend school

sanctioned activities. The code for suspension will not count towards the no grade (NG) policy.

HOME & HOSPITAL (E-HH): Due to medical issues, a student may not be able to attend school for a period of ten days or longer. The parent/guardian should contact the Attendance Office to arrange home and hospital services. The code for home and hospital will not count towards the no grade (NG) policy.

Check-In / Check-Out

Check-In (IN): Parents must check students in or out at the Attendance Office. If a student checks into a class less than 30 minutes after class has begun, he/she will be issued an "IN" which is a check-in and will count as a tardy. If medical documentation is provided, the tardy will be excused and WILL NOT count towards a No Grade. If the student check in is more than 30 minutes after class has started, he/she will be marked with an excused/unexcused absence depending on the circumstance, and it will count as an absence for that class. If the student provides appropriate documentation (i.e. doctor's note, etc.), the tardy and/or absence will be excused and WILL NOT count towards an "NG." Students simply arriving to school late will not have their tardy excused, and it WILL count towards an "NG."

Check-Out (O): Students who need to check out during class will be marked as present if they attend at least half (approx. 30 minutes) of the class period. Students who leave class before the halfway point will be marked with an "O" for "check out" and this will count as an absence for that class and could lead to an "NG" if appropriate documentation is not provided (i.e. doctor's note, etc.).

Education and Vacation Leave

Students may miss up to 10 school days each year for **prior-approved education/vacation release** (marked as "E-V" on Skyward). The prior-approved release days WILL NOT contribute to the accumulated total of absences and WILL NOT contribute to an "NG." Requests for Education/Vacation release must be submitted two (2) school days prior to the release in order to be considered. This is to give the teachers adequate time to provide work for the student. This form must be signed by each teacher and the administration in order to be valid. Students may take no more than 10 prior-approved education/vacation release absences per school year without being required to make-up the absences.

Make-up Work

When a student is absent from school, it is his/her responsibility to contact individual teachers to arrange for making up assignments, tests, etc. missed during the absence. Failure to do this may result in the student receiving an "F" (Failure) for work not made up. A student not in attendance may not be eligible to participate in extracurricular activities the day of the activity. Students truant from school may not be allowed to receive credit for schoolwork missed. This does NOT apply to out-of-school suspensions.

Penalties for Absences & Tardies

When a student reaches a total of seven (7) absences (A and G) and/or seven (7) tardies (T, W), the student will receive a NO GRADE, which means that the student will receive no credit for the trimester grade in that class until the absences/tardies are made up or appealed. Absences and tardies totaling more than six (6) must be "made up" with the individual teachers. Students who have exceeded the allowed number of absences or tardies, but have received a passing grade will receive "no grade" (NG) if the excessive absences and/or tardies are not made up or excused through the review process. An NG is not available to students who fail academically; those students will receive an F grade regardless of their attendance. An NG differs from an F in that NG does not figure into the student's overall GPA; however, both NG and F will result in loss of credit. **In order to participate in athletics or competitions, to perform in assemblies or go on field trips, an NG is counted as a failing grade. Students must maintain a minimum of a 2.0 GPA and have no more than one (1) F or one (1) NG from the previous term to be eligible for these activities.**

What should I do if I earn an NG in one of my current classes?

An "NG" prevents credit from being posted on your transcript until absences are made up. NG's in the current trimester can be made up in the following ways:

- 1) With the Teacher:
 - a. Absences are best made up immediately with the classroom teacher where the absence occurred. This can be done before school on Mondays, Wednesdays, or Fridays or after school as arranged with the teacher. Students should check with teachers to ensure they are available. Absences must be within the current trimester.
 - b. The student must obtain a ticket from their teacher. 45 minutes of BHS Time with the teacher will remove one (1) absence. 15 minutes of BHS Time will make up one (1) tardy. Once the make-up time is completed, the teacher will return the ticket to the attendance office and provide a copy to the student. This is at no monetary cost to the student.
 - c. Students are not allowed to make up attendance with other teachers; the time must be made up in the class where the absence/tardy occurred.
- 2) Attendance Recovery Class (ARC):
 - a. A student may attend Attendance Recovery Class (ARC) for a one-hour session per class absence or a one-hour session for three tardies.
 - b. Students must purchase an ARC ticket **in advance** from the Attendance Office. A fee of \$3 will be assessed for each one-hour ticket to cover the administrative costs.
 - c. Attendance tickets from ARC must be turned in to the Attendance Office by a school employee and will not be accepted from students. Students should keep the yellow copy of their tickets for their own records.
 - d. The rules of ARC sessions are as follows:
 - i. Students arriving late will not be admitted under any circumstance.
 - ii. Students must have something of an academic nature to do while in ARC, preferably work missed because of the absences that are being made up.
 - iii. No music, cell phones, games, sleeping or talking is allowed. Students may use a Chromebook during ARC to work on assignments in CSDdocs or in CANVAS. This will be by permission of the administrators of ARC.
 - iv. Students who exceed the allowed number of absences during the last week of the trimester will be handled on an individual basis through their assistant principal.
- 3) Recover class credit through CVHS, Bridge, or Online Learning.
 - a. Students who earn at least .25 make-up credits will erase one “NG.”
 - b. This must be verified by the student’s counselor and submitted by the counselor.

What happens if I have NG’s or U’s from prior years or prior trimesters?

Students who have NG’s or U’s from prior trimesters or prior school years must meet with their assistant principal to complete one of the following options:

- 1) If a student has 10 consecutive school days of perfect attendance in the current trimester (no tardies AND no absences), one NG or U will be erased from the student’s record (does not include (N) or (E) codes).
- 2) Students may show that they have recovered 0.25 credit towards graduation to erase one past NG or U.
- 3) As arranged with the teacher, a student may meet with one or more of their **current** teachers before or after school for the required amount of attendance recovery time. This will erase one past NG or U.
- 4) Arrange with assistant principal to make up the time owed for the NG or U during Attendance Recovery Class (ARC).
- 5) Complete community service hours as outlined on the recovery menu.

Extenuating Circumstances

Students and their parents may appeal to their assigned assistant principal to waive or reduce the make-up requirement for absences/tardies that have resulted in an NG. Reviews are reserved for uncontrollable attendance issues, i.e., physician-verifiable illness, bereavement, court appearances, verified emergencies, etc.

Parents can assist their students by ensuring that they attend school every day and by making every effort to schedule appointments, vacations, etc. other than during school time. Parents need to read disclosure statements carefully before signing them to become aware of the different requirements for each class in their student’s schedule. Parents can telephone the school Attendance Office (801-826-5807) whenever it is necessary for a student to be absent, arrive late or to be dismissed early during the school day. Students and/or parents are encouraged to check Skyward daily in order to

monitor personal attendance. The website is www.canyonsdistrict.org. Parents are asked to call the Attendance Office outlining the reason for any absence within five (5) school days of the absence.