

# Brighton High School Attendance Policy 2025–2026



## Canyons School District Mission & Purpose of Attendance Policy

Canyons School District is committed to preparing all students for success in post-secondary education and life. Consistent attendance is essential to that success. Students who are present and engaged have the greatest opportunity to learn, participate fully in instruction, and demonstrate academic growth.

## Attendance Alerts and Skyward Gradebook Notifications

Brighton High uses an Attendance Alert system to inform students and parents when attendance issues need attention.

- Any combination of the first six (6) unexcused attendance codes in any class period during a trimester will not generate an alert.
- On the 7th unexcused attendance code in a class period, the student's grade will display an Attendance Alert symbol (°) in Skyward.
- This symbol represents the first formal notice that there are concerns about the student's consistent attendance in class.
  - Example Skyward Gradebook: Language Arts 10 °B+

## What Attendance Codes Trigger an Attendance Alert (°)?

- A – Unexcused Absence
- T – Tardy
- W – Way Late Tardy (after 10 minutes)
- A-VT – Verified Truancy

## Impact of an Attendance Alert (°)

- Students with one or more Attendance Alerts (°) are **ineligible for end of trimester rewards**.
  - Students are **encouraged to clear Attendance Alerts within one week** of the alert posting.
  - Teachers may have late work policies that utilize Attendance Alerts. Be aware of your individual teacher's late work policies. Refer to your disclosure for information.
- Once an alert is cleared, students will again be eligible for rewards.

## Interventions for Making Up Attendance Alerts (°)

To clear an Attendance Alert, a student must do the following:

1. Complete make-up time with the teacher in the class that has an attendance alert.
  - a. Be sure to arrange any after-school make-up times with your teacher.
2. Obtain a make-up slip from the teacher.
3. Present the slip to the Attendance Office to have the make-up time noted in Skyward.

It is the student's responsibility to both initiate and verify completion of the selected intervention option (listed below). **Upon completion of the attendance intervention, the Attendance Alert (°) will be removed.**

If extenuating circumstances result in a student exceeding the allowed number of absences, parents/guardians should contact the attendance office to schedule a meeting with the student's Assistant Principal.

To clear an Attendance Alert (°), students must remediate all attendance codes beyond the six allowed per class period by selecting from the following options:

## Interventions for Making Up an Attendance Alert

Attend 1 APP Period*	Clears 1 tardy
Attend 2 APP Periods*	Clears 1 absence/Way Late Tardy
Attend 1 After School Make-Up* (per teacher discretion, must be pre-arranged from 2:30-3:00 pm)	Clears 1 tardy
Attend 2 After School Make-Ups* (per teacher discretion, must be pre-arranged from 2:30-3:00 pm)	Clears 1 absence/Way Late Tardy
Perfect Attendance (No attendance marks for 10 consecutive school days in all classes- The student must request this intervention from the Attendance Office or the Assistant Principal.	Clears all student attendance alerts**
<b>*All APP and After School Make-Up must be done with the teacher of the Attendance Alert class period.</b> <b>**Attendance Alerts will be cleared to show make-up time was done for any tardies or absences above 6.</b>	

### Attendance Intervention Team (AIT)

A member of the Attendance Intervention Team (AIT) may meet with students and/or parents to discuss next steps and available support options regarding attendance.

After an Attendance Alert is posted, additional communication may occur through email, attendance letters, or meetings with a teacher or administrator. Parents are encouraged to follow up promptly with the school to discuss concerns and support their student in improving attendance.

The AIT may include:

- Administrators
- Attendance office staff
- Counselors
- Teachers
- Parents/guardians
- Coaches or advisors

Next steps or additional support may include:

- Attendance Contracts
- Family meetings
- Temporary holds on activities (if not resolved)
- Placement on a daily attendance tracker
- Referral to the Student Study Team
- Referral to the "Check & Connect" Mentor
- Other consequences developed in collaboration with parents and the student.

### Final Notes on Student Grades

- If a student gets an Attendance Alert (°), it does not lower their academic grade.
- The grade still reflects class performance. The alert shows that attendance is a concern.

### Attendance Excusal Procedures

Attendance Office: 801-826-5810    Office Hours: 7:00 AM – 3:00 PM, Monday–Friday

- Excusals can be completed through one of the following methods:
  - Responding to a school attendance notification in **ParentSquare**
  - A message sent through **Family Access** in Skyward
  - A phone call from a parent/guardian or emergency contact listed in Skyward
    - When calling, please include the student's legal first and last name.
  - A note from a medical provider.

## Types of Excusals

- Partial Day Absence: **Call before 3:00 PM the same day.**
  - Definition: A student missed class periods where there was no check in or check out.
  - A phone call is required by 3 PM on the same day that the student is absent in order to excuse a student for a partial day absence.
  - Example – A student missed 2<sup>nd</sup> and 3<sup>rd</sup> period but was not checked out by a parent at the time the student left campus. A parent must call by 3 PM or the absence will remain unexcused.
- Full Day Absences: The attendance office can excuse the current day and up to 4 previous days.
- Tardy Excusals: The attendance office **will not clear tardies** once they are recorded in Skyward.
- Check Ins:
  - If a student is late due to a doctor, dentist, orthodontist, or official appointment, they can be excused with a note from the provider.
  - Documentation may be emailed to the school or brought in by the student.
- Check Outs:
  - A phone call is required.
  - Students can pick up a checkout slip if the school is called ahead of time or a note will be sent to the student.
  - Students must have a slip and leave at the time listed.
  - Checkouts cannot be backdated.
- Seminary/CTEC: Call directly
  - Seminary: 801-576-2975
  - CTEC: 801-826-6600

## Resolving Attendance Errors

- If a student is marked absent, tardy, or late in error:
  - Students should talk directly with their teacher; do not call the attendance office for corrections.

## Clubs, Teams, and Performances

- Coaches, advisors, and supervisors are responsible to provide excusals for school excused activities.
- Coaches, advisors, and supervisors may have attendance rules that are similar to or stricter than Brighton's policy.
  - These expectations will be shared at meetings or in team disclosures.

## Vacation Release (E-EL)

Canyons School District allows students to miss up to 10 school days per year for a pre-approved vacation release.

- A parent or guardian must call the attendance office before the leave. Please pick up the Vacation Release form at least 1 week before the leave to allow for all required signatures.
- **Students must pick up a vacation release form from the attendance office**
  - **Students give the form to each teacher to fill out any work to be completed, and the dates the work must be returned. See class disclosures for specific course information.**
  - **Parents should review the form, keep their copy, and return it signed to the attendance office**
  - **An administrator will review the form and code the days appropriately in Skyward.**
- Seniors visiting colleges need to request a vacation release.
- The E-EL vacation code will not count against the Attendance Policy.

Refer to the Canyons District and Utah State Board of Education policy for details.