

Canyons Technical Education Center Attendance Policy

Canyons Technical Education Center (CTEC) is an inclusive learning community devoted to the highest levels of academic achievement and performance. CTEC's priority is to ensure that all students leave Canyons Technical Education Center 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.

Rationale

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, Canyons Technical Education Center has developed this policy (in conjunction with parents) that adheres to Canyons School District's and Utah's legal guidelines.

Parents will need to provide a written note to the CTEC attendance office to excuse students' absences for a family event or visit to a health care provider within 5 days of the absence. Parent notes must include: a phone number where the parent can be reached to verify the note and absence, and a parent signature. It is not necessary for a parent to call in and excuse an absence; written notes will be accepted with the parent's phone number and signature.

CTEC 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

Parent/Guardian

- Support CTEC 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
- Utilize Skyward access to monitor student attendance, academic achievement (i.e. homework and grades), and earned credits
- Provide a written note within 5 days of the absence to the CTEC attendance office to excuse students' absences for a family event or visit to a health care provider. The note must include a phone number at which the parent can be reached and a parent signature.

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 CTEC administration when student attendance issues arise

Canyons Technical Education Center

- 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
- 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 Coding

An absence is defined as any class period that a student does not attend. Students are marked accordingly: A= unexcused absence, E=Parent/guardian note excused absence, G=parent call in for a check in/out, N= School-excused absence, Z=verified truancy. A student arriving to class more than 10 minutes late will be marked with a W, way late, which is also considered a unexcused absence. Students who arrive after the bell but within the first 10 minutes are considered tardy and receive a T.

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 801-826-6600 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 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.

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, and Juvenile Court for noncompliance with the Utah Compulsory Education Law.

Access To School Attendance And Grade Information

Canyons Technical Education Center 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. Information regarding Skyward access will be distributed as students register. Parents may also contact the attendance office by calling 801-826-6600 between the hours of 7:00 a.m. and 2:00 p.m.

Check-In and Check-Out Protocol:

All check-ins and check-outs must be confirmed directly with a parent/guardian via telephone or parent/guardian written note.

Check-in

Students arriving during the first ten minutes of a class should go directly to class. They are accountable to the teacher for that period for being late (the teacher will mark a T for the tardy). If students enter campus after the first ten minutes of any periods, they must check-in through the attendance office. They will be given a check-in notification (slip) to submit to that period's teacher. Students will receive a W or an A or G (or E with written parent note within 5 days of the check in/check out, including parent phone number and parent signature) from the attendance office when they come in 10-70 minutes late for a class to check in. It is not necessary for a parent/guardian to call and check a student in; students need to come to the attendance window for a check in slip and drop off any parent-written excusal notes, then go to class. Check-ins are unexcused except for parent-written note medical, dental, court, funeral, or family events. Documentation is required for those previously listed absences, within 5 days of the absence, in order to receive an E, excused attendance mark. All parent-written note documentation for the excused absences needs to be turned in within 5 days of the absence (and include a parent phone number and parent signature) or they will not be accepted.

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 801-826-6600 and give permission for student to check out. The student will receive a check out slip from the attendance office permitting them to leave. It will be coded with an A or G for missed periods. Checkouts that will be excused (marked as an E) are when a student brings in parent written note documentation for medical, dental, court, funeral, or family events within 5 days of the absence, that includes a parent phone number and signature. All documentation for the excused absences needs to be turned in prior to the end of the quarter that the absence took

