

Copper Mountain Middle School

ATTENDANCE POLICY

At Copper Mountain Middle School we, the participants and patrons, exemplify an environment of mutual respect and cooperation, a commitment to excellence in all endeavors, and the encouragement of positive character traits. The Jordan School District requires that all students achieve mastery in the basic skills. Any absence from school interferes with the student's opportunity to master these skills. In an effort to increase student success, prepare them for attendance expectations in their future careers and exemplify our commitment to excellence, Copper Mountain Middle School has established the following attendance policy.

Copper Mountain Middle School is committed to academic excellence and understands that learning is increased with consistent attendance. This policy states the responsibilities of Copper Mountain Middle School teachers, students and parents regarding school attendance, and defines absences and tardies.

Attendance Policy Goals

Copper Mountain Middle School attendance policy will help students achieve success in their courses as well as accomplish the following goals:

- Develop student responsibility
- Develop quality citizenship
- Increase respect for teachers, other students and learning
- Prepare for future employment

RESPONSIBILITIES

The Role of the Parent

- Parents shall avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
- Parents shall support school, district policies and state law by expecting regular school attendance.
- In the case of illness or other legitimate reasons for absences, the parent shall contact the attendance office and notify the school of student's absence within 5 school days.
- The role of the parent is further summarized by the following:

Utah Compulsory Attendance Laws [53A-11-101] requires every school age child to be in school. Parents are responsible for their children's regular school attendance and may be charged with a misdemeanor if they fail to ensure their student's regular attendance. Parents are responsible for notifying the school when an absence occurs within five school days of the absence.

The Role of the Student

- Students shall gain the most of their educational experience by regularly attending and being on time to all classes.
- Students shall be present in assigned or designated areas at all times.
- Students shall follow proper check-in/check out procedures.
- After an absence students shall obtain make-up assignments from the teacher and shall turn them in promptly.

The Role of the Teacher

- Teachers shall keep accurate roll of all absences and tardies.
- Teachers shall emphasize the importance of punctuality by beginning class promptly with a bell ringer/starter.
- Teacher shall discuss attendance issues with students as they arise and inform the school administration if attendance does not improve.

The Role of the Administration

- The administration shall enforce and uphold Utah State Compulsory Education law that may include a referral to juvenile court for excessive absenteeism.
- The administration shall identify students with attendance issues and work cooperatively with parents and students to improve attendance.
- The administration shall use earnest and persistent efforts to improve student's attendance.

The Role of the Attendance Office

- The attendance office shall keep administrators and parents informed of attendance problems.
- The attendance office shall notify parents of excessive absenteeism by phone message, calling machine or letter.
- The attendance office shall review attendance daily and resolve discrepancies in student attendance records.
- The attendance office shall provide excused check-in/check-out slips upon authorization by a student's parent/guardian by phone or in person.

General Attendance Polices and Guidelines

- Absences will be coded excused (E) if the student brings in a doctor/orthodontist/other medical note, verification of a family death, or court papers.
- Vacation release forms are available in the attendance office, but must be completed BEFORE the student leaves to be coded as (V) vacation.
- Parents may use up to 10 Guardian Knowledge days (G) per year.
- Parents must call the Attendance Office within one week of an Absence to have a code changed. After one week, the absence will remain as first coded.
- Students may have five guardian excused late morning check-ins.
- Students who have missed or are expected to miss more than three days of school can request the school to collect work for them. This is done through the Counseling Center.

For attendance questions please email Pam at pamela.hawes@jordandistrict.org

Attendance Code Definitions		
Code	Explanation	Definition
A	Absent	The school received no contact from the parent or guardian regarding absence
C	Check-In/Out	The student checked in or out with a valid note or call from a parent or guardian during the same period
D	In school suspension	Student is placed in a detention at the school and is in attendance
E	Excused Absence	The student was absent and considered excused because of illness, medical appointment, death or funeral of a family member, court etc.
G	Guardian Knowledge	The student was absent and is considered excused because the parent or guardian provided a call or note. In the case of excessive absence, this excuse is not considered excused by the Truancy Court.
H	Home & Hospital	Ill 10 days or more with appropriate paperwork completed
I	Excused Check-In	The student checked in with a valid note or call from a parent or guardian
J	Testing	Student is in a school sponsored testing situation
K	Detention/Crisis Center	Student is currently in a court detention setting or JRC
L	Excused/made-up tardy	The student came to class or left early with a valid and verified excuse
N	School Activity	The student is out of class due to a school sponsored activity
O	Check-Out	The student checked out with a valid note or call from a parent or guardian
S	Suspension	Student has been removed from the school setting for disciplinary reasons
T	Tardy	Up to 10 minutes late to class
U	Unexcused check-in	The student checked into school late with no excusal
V	Vacation/Education leave	The student is absent due to a prearranged vacation or educational leave.
W	Past 10 Minutes	More than 10 minutes late to class
X/Y	Administrative Conference	Student was involved in a conference with a school counselor or administrator
Z	Truant	Student was truant and parents or school verified the truancy. This includes students leaving the school without checking out, not arriving at school as expected or missing any part or all of a scheduled class without permission.