

## **Diamond Ridge High School Attendance Requirements 2023-24**

The single greatest predictor of high school graduation is regular school attendance. Diamond Ridge High School expects our students to be in class, on time, and prepared for school each day. At a minimum, students are expected to attend 90% of their classes. This is the equivalent of missing only three classes per week for students who have a full, seven class per day schedule, or missing only four days, for whatever reason, during an entire quarter.

Regular school attendance isn't just missing a class or an entire day: attendance includes excused and unexcused tardies and absences. Students who fall below the 90% attendance threshold increase the likelihood that they will not complete their coursework, and therefore not meet the graduation requirements for high school. And research shows school performance significantly declines once a student exceeds a 10% absentee rate.

Our objectives are to:

- 1) provide students with successful learning experiences in each class
- 2) teach responsible behavior by encouraging students to be accountable for their attendance
- 3) support the parent/legal guardian's efforts in promoting student's regular attendance, and
- 4) provide a safe, effective, and uninterrupted learning environment for each student.

**Each student must maintain their attendance within the following limits each quarter:**

- 1. No more than 5 unexcused absences per class period, and**
- 2. No more than 5 tardies per class period (5 tardies = 1 unexcused absence).**

School attendance is the student's responsibility. That being said, Diamond Ridge will work closely with the student and their parent/guardian to help resolve attendance problems. Students who demonstrate excessive absences and tardies will be subject to school disciplinary actions that are described below. Per Utah code, students will be held harmless for absences that are excused by a parent or guardian. This still means students must complete all work missed as a result of absences, regardless of the reason.

### **Tardies and Leaving Class Early**

Tardiness is extremely disruptive to an entire class. A student is considered tardy if they are not in class when the bell rings. As soon as the bell rings to begin a class, the teacher will close the door to the classroom. Students arriving after the bell rings must return to the main office for a tardy slip. The main office will update Skyward with the tardy. If a student arrives more than 10 minutes late to class it is recorded as a "W" which means "Way Late." Similarly, if a student leaves class without permission, more than 10 minutes before the end of the class, the student will be marked absent/truant depending on the situation. Students who are tardy are expected to find out any missing assignments either after class from the teacher, or from another student.

### **Checking In/Out**

Students arriving to school late, returning to school from a mid-day appointment, or leaving early must check in at the office. A student's guardian should contact the school to excuse the student within two (2)

school days of the absence so it can be recorded accurately. Students who arrive late without a guardian notification will be marked as tardy as described above.

### **Attendance Consequences and Interventions**

**Tier 1:** Tier 1 means that the student has less than five absences and/or tardies per quarter, and is in good academic standing (no grade below a D) in any of their classes.

**Tier 2:** Once a student has five unexcused absences (with five tardies equaling one unexcused absence), a referral will be made to the school social worker. The SSW will meet with the student to review the student's current grades and attendance. Among other things, the SSW will help identify issues that are affecting the student's attendance, work with the student and their parent/guardian to identify potential solutions to attendance issues, develop a plan for improving attendance, and check in with the student periodically to support the plan for improvement.

**Tier 3:** If Tier 2 interventions do not help resolve attendance issues and the student continues to accumulate unexcused absences/way-lates/truancies, a student may be referred to the Raptor Prevention Class (RPC) on Fridays at 7:45 am. In RPC, the student will work on taking accountability for their attendance with an administrator. They also may be placed on a Provisional Permit status at Diamond Ridge. A Provisional Permit means that subsequent attendance, failing grades and or/discipline violations, which are not resolved by the student, are likely to result in the student's permit to attend Diamond Ridge will be revoked. The Provisional Permit will be signed by the student, guardian and Diamond Ridge administrator, and it will include the attendance requirements the student must meet to maintain their enrollment at Diamond Ridge.

**Consequences in the provisional agreement may include but are not limited to:**

- **Raptor Redemption(s)**
- **Closed campus for lunch**
- **Raptor Prevention Class**
- **Revoked parking privileges**
- **Revoked participation in school activities**
- **Legal guardian accompany the student to class(es)**
- **Peer Court referral**
- **Other consequences developed in collaboration with legal guardians and students**
- **Placement on Provisional Permit Status**
- **Diamond Ridge Permit revoked**

### **Checking Student Attendance**

Student attendance and grades can be checked online, via Skyward, at the DRHS homepage at: **[DRHS.canyonsdistrict.org](http://DRHS.canyonsdistrict.org)** To access the information you will need your Skyward login information. If you need help logging into Skyward, please contact our attendance office at 801-826-9903 or the main office at 801-826-9900.

### **Excusing/Reporting Absences**

The student's legal guardian may excuse absences by calling the attendance office at 801-826-5810 between 7:30 a.m. and 3:30 p.m, sending a written note or email to the school, or communicating with the school via the ParentSquare app.

**Skyward Absence Codes**

<b>Description</b>	<b>Skyward Code</b>	<b>Skyward Reason</b>	<b>Definition</b>
Absent	A		No Notification by Legal Guardian
	A	VT	Verified Truancy
Excused Absence	E	B	Bereavement
	E	CT	Court
	E	EL	Pre-Approved Education Release
	E	R	Religious
	E	DR	Health Care Provider
	E	FE	Family Event
	E	MH	Mental Health
Check-In	C	IN	Arrived late with excuse
Check-Out	C	O	Left early with excuse
School-Excused Absences	N	FT	Field Trip
		C	Counselor Meeting
		A	Administration Meeting
		T	Testing
		IS	In-School Suspension
		HH	Home/Hospital
		ST	Public Threat Notification
	S		Out of School Suspension
Tardy	T		Tardy
	W		Way Late Tardy (more

			than 10 min late)
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