

Students Name: _____

Canyon View Jr. High School Student Attendance Policy & Contract 2016-2017

**Canyon View is a Closed Campus school.
Students are required to stay on campus the entire school day.**

Attendance Policy

When a student misses school due to illness, vacations, etc., parents are asked to call the attendance secretary at 801-610-8131 and excuse the absence that day or send a note in **with the parent's signature** when the student returns to school. A parent has 10 days to excuse any absences. After that, the absence will remain unexcused. The student will be required to serve a 30-minute after-school detention for the first unexcused absence and then an hour after-school detention for every other unexcused absence.

As a safety precaution, if a student needs to be checked out during the day, a parent must come in to the front office and sign them out; **even if it is during lunch. We don't allow any over-the-phone check-outs.** If a parent is not able to check out their student, **ONLY** those names listed on the Skyward Parent/Emergency Contact page will be allowed to check out your student. If a student returns to school the same day, he/she needs to check back in to the front office. The student will be given a check-in slip to take to class.

If a parent fails to check a student out, or the student leaves campus without being signed out, it will be considered truancy.

Students who come to school late with an excuse note should come to the front office to get a pass to get to class. Students who arrive to school late without an excuse note should report directly to class. The attendance trackers will address excessive excused check-ins.

Attendance Contract

Students are expected to get their absences excused after they are absent. Students will be required to serve a 30-minute detention for the first unexcused absence and then an hour after-school detention for every other unexcused absence. If students fail to show-up for assigned detentions, consequences could result in added detention time and in possible meetings with administration. Other consequences may go as follows.

# of absences	Consequences
12 unexcused periods or 3 consecutive unexcused absences in a singular class	Counselor/advocate visit and conference with parents if consecutive absences continue in a singular class, students and parents will conference with administration and consequences may be assigned
5 days (20 unexcused or truant periods) OR 10 days (40 periods) any combination of absences	Administrator visit and conference with parents Letter 1 sent home (Notification of Attendance Concern)
10 days (40 unexcused or truant periods) OR 15 days (60 periods) any combination of absences	Letter 2 sent home (School Notification of Habitual Truancy and/or Chronic Non-Attendance) Student is referred to truancy school
15 days (60 unexcused or truant periods)	Letter 3 sent home (Truancy Court referral) Students is referred to truancy court
17 days (68 unexcused or truant periods) or 3 unexcused or truant absences in the same period since truancy school	Letter 4 sent home (Court referral) Student is referred back to truancy court

I, _____ understand the consequences that will occur by not excusing my absences. I will be responsible to remind my parents to give me a note or call (801-610-8131) to excuse my absences.

Student Signature _____ Date _____

Parent Signature _____ Date _____