

## ATTENDANCE POLICY

The Granite School District Attendance Policy states:

*“Seven or more days (or equivalent class periods) of excused absences within a school year are considered excessive and may require a doctor’s note to excuse subsequent absences.”*

The complete District Attendance Policy is available on the District’s web-site [www.graniteschools.org](http://www.graniteschools.org).

**KEARNS HIGH WILL NO LONGER ACCEPT PHONED IN CHECK-OUTS.** If a parent/guardian needs to check out their student for any reason, the parent/guardian will need to come in and show photo ID at the time of the checkout.

If for some reason the parent/guardian cannot come in, we will need to see photo ID of any other person whose name appears on the student’s contact list.

Students taking extended vacations (3 or more days) need to fill out a travel release form provided at the attendance office. Teachers and administration need to sign the forms before the student leaves.

### Unexcused Absences

All absences not handled as defined under "excused absences" will be marked as "unexcused" and be referred to counselors or administrators for consequences, including but not limited to: detention, fines, or suspension. Such absences could be considered as “sluffs.” Forgeries will also result in being marked as a “sluff” and receive administrative consequences. Students who are more than 20 minutes late to class will be marked as an unexcused absence and be subject to teacher consequences (e.g. homework not accepted, work not allowed to be made up for credit, etc.). Serious attendance problems may be referred by counselors to Truancy Court for fines, community service hours, and/or placement in DT.

### Tardies

Students arriving after 7:30 AM **with a parent note** will need to go to the attendance office for admittance to class. All notes need to be complete with the date, student name, student number and a parent/guardian. All incomplete notes will not be accepted resulting in the student receiving a tardy ticket. Students arriving after 7:30 AM **without a parent note** will need to obtain a tardy slip from the tardy office. Students with 6 or more tardies will be contacted by an administrator for disciplinary actions. Phone calls from parent/guardian excusing a tardy will not be accepted. Every tardy must be excused by a note from the parent/guardian on the day of the tardy. These notes need to be complete with the date, student name, student number, phone number and a parent/guardian signature. Incomplete notes will not be accepted.