

## Kearns High Attendance Policy

### Attendance:

1. If your student is absent, please send the student with a parent excusal note when they return to school. If not, you can call the school attendance office at 385-646-5380 or 385-646-5383.
2. As a parent or guardian, as listed on the student's contact info, you can excuse **seven (7) days of absences** or the equivalent of **28 periods** in a school year. It is best to excuse them the day they occur.
3. If your student went to the doctor or a professional appointment, please obtain a note from the appointment including the dates the student should be excused. This will excuse the absence for a medical reason and won't take away from the allowed seven (7) days.
4. If your student needs to leave school early for any reason, we will need someone on their contact list to come to the attendance office and show their ID before releasing and giving the student a street pass. We will not call a student to the office until the parent/guardian comes and shows their ID.
5. You should receive an automated phone message each time your student is absent. Please keep us informed of changes in address, phone numbers and emails.
6. **All absences must be excused within 10 school days of the student's return to school.** Absences not excused within the 10 days will remain unexcused.
7. Granite School District defines excused and unexcused absences as follows:
  - a. **Excused absence** – Personal illness, death in family, family emergency, or a court appearance.
  - b. **Long-term illness** – The parent or guardian should contact the school; a statement from a physician is required.
  - c. **Unexcused absence** – Those absences that have not been excused within the 10 school days allowed.
  - d. **Pre-arranged absences** – Occasionally a student will miss school for brief periods of time during the year. In these situations, parents must contact the teachers to arrange for make-up work prior to the student's scheduled absence. **A Vacation Form must be filled out and turned into the attendance office prior to the vacation.** Students are responsible for all classwork and assignments missed. Pre-arranged absences should not occur during the final week of any term.

### Tardies:

1. Students who are less than 20 minutes tardy should report directly to class.

### Truancy (Sluffing):

Any absence from school that is not excused by the parent or the school is considered an unexcused absence and will affect student's citizenship grade.

1. Students who are 20 minutes or later should report directly to class. As per District Policy, these students will be marked "Unexcused" for that period.
2. Students with parent excusal notes should go directly to the Attendance Office for an excusal form. These notes should include Date, Time, Name of Student, Student ID number and Parent Signature.
3. **There is a fine of \$3.00 for each Truancy Ticket issued. Parents will not be able to excuse Truancy Tickets.**
  - a. **5 Unexcused Absences (Truancies)**
    - i. Hot List created/given to admin.
    - ii. \$3.00 fine for 20 or more minutes late.
    - iii. 1st Truancy warning letter sent home.
    - iv. Student meeting with school personnel/student contract implemented.
    - v. Intervention assigned:
      1. Lunch intervention (2 lunches = 1hr.)
    - vi. Students are subject to a fine and an intervention.
    - vii. Interventions must be completed in the quarter assigned. Failure to complete intervention hours will result in Youth Court or Juvenile Court.
    - viii. Parents notified by school personnel.

**b. 10 Unexcused Absences (Truancies)**

- i. Hot List created/given to Admin.
- ii. Habitual Truant as defined by Utah HB 132, identified.
- iii. \$3.00 fine for 20 or more minutes late
- iv. 2nd Truancy warning letter sent home.
- v. Student meeting with school personnel/student contract implemented/reviewed.
- vi. Intervention assigned: (school personnel's discretion)
  1. After school intervention (hr. for hr.)
  2. Saturday school (hr. for hr.)
- vii. Students are subject to a fine and an intervention.
- viii. Interventions must be completed in the quarter assigned. Failure to complete intervention hours will result in Youth Court or Juvenile Court.
- ix. Parents notified by school personnel.

**c. After 10 Unexcused Absences (Truancies)**

- i. Habitual Truancy letter sent to parent/ guardian inviting them to attend required pre-truancy court mediation meeting.
- ii. 2 days prior to mediation meeting parent/guardian notified to remind them of mediation meeting. (no reschedule).
- iii. Student, Parent/Guardian will attend Pre-Truancy Mediation and choose between Youth Court or Juvenile Court.

**Checking Out Early:**

**Your student's safety is of utmost importance. Students who leave during school hours must checkout through the attendance office and receive a Street Pass. Please do not ask your students to leave class and meet you in the parking lot.** Parents may be contacted to verify legitimacy of a note. Students returning to school must check in at the attendance office where they will receive a pass to class. **Failure to follow this procedure may result in an unexcused absence for each period missed.**