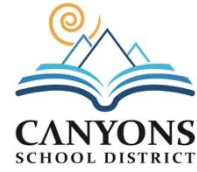




Alta View Elementary Attendance Policy



Attendance Goal: All students will attend school at least **95%** of the school year. In order to achieve this goal, students cannot miss more than **9 days** of school for the year.

Rewards: All students who achieve the school goal each term (5% = 2.25 days or less per term) will be eligible for the quarterly prize drawings (1 winner per grade) and will get to pick a prize from the prize closet. All students who achieve the attendance goal for the entire school year will receive an attendance certificate and be eligible for the Attendance Grand Prize Drawing where we give away one brand new bicycle each year! Thank you to our PTA for funding the prizes.

School attendance is very important. Every absence from school interferes with your child's opportunity to learn. There is a growing [body of research](#) showing that **Chronic Absenteeism**, usually defined by researchers as missing **10% or more** of the school year (including excused and unexcused absences), has a significant negative effect on student achievement and may put a student at academic risk. The goal for Alta View Elementary is that all students miss no more than **5%** of the school year, in an effort to help every student be successful now and in the future.

GOOD SCHOOL ATTENDANCE MEANS...

ELEMENTARY STUDENTS read well by the end of third grade	MIDDLE SCHOOLERS pass important courses	HIGH SCHOOLERS stay on track for graduation	COLLEGE STUDENTS earn their degrees	WORKERS succeed in their jobs
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Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.

Attendance Works
Advancing Student Success By Reducing Chronic Absence
www.attendanceworks.org

School Success Goes Hand in Hand with Being in School Every Day! Did You Know?

- Many absences, even in kindergarten, can cause children to fall behind in school.
- Missing just a day or two every month can make it harder to learn to read by the third grade.
- Students with too many absences struggle to catch up, even with take-home assignments.
- Attending school regularly helps children feel better about school and themselves.

What Can You Do?

- Develop a regular bedtime and morning routine.
- Avoid missing school unless a child is truly sick and seek help if chronic illness is a challenge. Check with our school nurse or office staff if you are not sure about when to keep your child at home due to illness.
- If your child seems anxious about going to school, talk to teachers, school support staff, or other parents for advice on how to make him/her feel comfortable and excited about learning.

When to Keep Your Child Home:

- Fever of 100.4 or higher
- Vomiting or diarrhea

We Encourage Students to Wear a Mask to School If:

- Persistent cough
- Runny nose

Communication Procedure for Absences:

- Please notify the office at 801-826-7600 within one school day whenever your student is absent.

Procedure for Education/Vacation Leave:

- A student may be allowed up to ten (10) days for education/vacation leave in a given school year, if prior arrangements have been made with the school for the student to make up his/her homework. Prior to education leave, parents complete an [Education Leave/Vacation Form](#) for approval. Teachers will complete the "Work to Be Completed" section and determine a reasonable due date. School administration will verify education leave.

Absences:

# of Days Absent	What Happens if My Student Accumulates Absences?
3	Teacher Communication. The teacher will reach out to the parents, express care/concern, and establish an ongoing communication/relationship in order to improve attendance and prevent the student from falling behind academically.
5	Letter #1: Attendance Notice - The administrative assistant over attendance will send, via both email and regular mail, a letter from the principal explaining that the student has missed 5 days of school, share current attendance %, and remind parents the importance of regular school attendance.
9	School Goal is to miss 5% (9 days) or less in a school year
10	Letter #2: Attendance Intervention/Meeting with Principal – The administrative assistant over attendance will send, via both email and regular mail, a second letter from the principal explaining that the student has missed 10 days of school, and share current attendance %. The letter will include a scheduled appointment for parents to meet with the principal, discuss solutions, and develop a plan for improved attendance.
18	Student is considered Chronically Absent when missing 10% (18 days) or more in a school year

For more information see the [Canyons District Attendance Policy 500.35](#)