

Central Davis Junior High's Attendance Policy

Attendance is required under the state's compulsory attendance laws (53-24-1, Utah Code Ann.). In compliance with these laws, students are to be in attendance unless they are excused due to illness, injury, family emergency, or extenuating circumstances.

Excusing Absences

When students return to school from an absence, parents are required to verify their child's absence within 2 school days by one of the following methods:

- Clearance Form obtained from the main office.
- Email to the Attendance Secretary from our school webpage at www.davis.k12.ut.us/408. (Click on the Excuse Absence link to submit.)
- Written Excuse Note brought to the Main Office.
- Phone Call to the Attendance Secretary at (801) 402-7106.

Pre-Arranged Absences

Students which must miss school for hospitalization, family trips, etc., should pick up a Pre-Arranged Absence Form in the main office. When students pre-arrange absences in advance, they stand a better chance of maintaining good academic and citizenship standings. The form lets teachers and administrators know the student will be absent and details assignments the student should have ready to turn in upon return.

Check-In

Students who enter the school after start time must check-in at the office. They should bring a note from home explaining the reason for being late. If students do not bring a written excuse or clear the absence within 48 hours, they may be determined truant for the periods missed.

Check-Out

1. If a student needs to leave school before the end of the school day, he/she must check out at the office. A truancy, 25 disciplinary points and a lunch detention may be assessed against a student who fails to check out through the office.
2. For the safety and protection of students, check-out or release from school necessitates the parent/guardian, (ID required) personally coming to the school to sign out student.
3. Students are not excused for attending activities not related to school, such as: games, shopping, lunch, other student's homes, or other junior or high school activities.
4. Parents may not check out other students from school. The only person(s) authorized to check a student out are the people listed on the emergency card. Students must always check back in with the office when they return to school.

Exceptions

Lunch at home: A student must have a pre-signed pass, which can be obtained in the office, to go home for lunch. The administration will validate the pass and keep it on file in the main office. The student must check-out and check-in upon return. The student may only attend lunch at their own home. This privilege may be revoked if misused.

Emergencies

In case of an emergency, a parent/guardian may make arrangements by phone and/or a signed note for the release of a student. The administration cannot authorize the dismissal of a student in the charge of an adult who is not listed on the student's emergency card **without** prior approval from a parent. A student will not be permitted to leave unless properly checked out.