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## **ATTENDANCE AND TIMELY ARRIVAL**

Regular attendance is essential for students to learn and progress in school. It is also the legal responsibility of parents of children under the age of 18 to have them in school daily. Davis School District computer programmers have created a system that tracks student attendance and automatically sends out e-mails to parents when students have missed five days of school. If poor attendance continues, additional e-mails are sent out and meetings will be set up with parents to work on ways to fix the problems. Valley View teachers will begin their day of teaching promptly at 8:50. By being even a few minutes late, a student can lose the flow of the school day. **Excessive tardiness will be considered an attendance issue and require that we take action.**

**In the event that a student displays a pattern of excessive check in-out, absenteeism or tardiness, parents can expect the following steps to occur:**

1. Call/Conference with parent/guardian from classroom teacher
2. 1st absentee letter sent home after 5 days of absenteeism
3. A referral will made to school administration
4. 2nd absentee letter sent home after 10 days of absenteeism
5. School administration will call/conference with parent/guardian
6. 3rd absentee letter sent home after 15 days of absenteeism
7. If needed: School administration will initiate Educational Neglect procedures with the District and Social Services

An interesting fact is that missing school 10% of the time is all it takes to be chronically absent. That equates to about 18 days a year or just two days every month!

**A student who is absent 10 consecutive days with no communication from parents or guardians may be taken off school records.**

**Absences are to be verified by calling our attendance line or by sending an email.**

Valley View Attendance Phone Number: 801-402-2056

Teacher must have their absences recorded in Encore by 9:20 AM (1:20 PM for PM kindergarten). Calls go out at 10:00 AM and 2:00 PM. If children come in late, they must check in at the office on the computer – that will change their absences to Late and no call will go out.

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