

Vista Heights Middle School Attendance Policy

Attendance is one of the most significant factors affecting student achievement in school. In order to assist students in their efforts to be academically successful and responsible citizens, Vista Heights expects students to be in class, prepared and on time each day. The objectives of the Vista Heights Attendance Guidelines are to:

1. Teach responsible behavior by encouraging students to be accountable for their attendance.
2. Support parent and student efforts in promotion of school attendance.
3. Provide a safe, effective, uninterrupted learning environment for every student.

Absences:

When a student is absent from school parents are requested to excuse the absence with a note or a phone call.

- Absences should be excused as soon as possible but no later than 5 days after the absence.
- Any student who misses (10) consecutive school days will be reported to state and district agencies, except for extenuating circumstances.
- It is the responsibility of the student to collect any work missed during the absence.
- If a student is absent for more than 3 consecutive days arrangements can be made for collection and pick up of homework.

Checking in late/Checking out early:

Students who arrive after school has begun need to check into the main office with a note or phone call from their parent or guardian. Students may not leave during the school day unless they are checked out through the front office by a parent/ guardian or authorized person. Any person checking out a student must present photo ID and be listed on the emergency release form before the student may be released from the school.

Truancy:

Students are considered truant if they are absent from their assigned class without permission.

Tardies:

Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a six minute passing period between classes. When the tardy bell rings, all teachers will close their doors.

- Students not in the classroom before the bell rings are considered tardy and must report to C111 for a tardy note.
- Any student reporting to school late must check in at the main office if the tardy is excused with a note, parent phone call or parent may walk in with the student. Unexcused tardy students need to report to room C111.
- Excessive excused check- in's will be addressed with administration.
- Missed detentions will result in double time.
- Consequences for unexcused tardies include the following:

# of Total Tardies Per term	Consequence	Referred to
1	Student is warned, reads and signs the policy showing they understand what is expected of them.	Student Advocate
2	Student phone call to parent(s). Parent is notified that on the next tardy they will need to sign an attendance contract.	Student Advocate
3	Parent is required to sign a contract. Student serves 30 minute lunch detention if parent does not sign and return contract within 3 days.	Student Advocate
4,5	Parent is contacted and student is assigned a 30 minute after school detention or lunch detention.	Student Advocate
6,7,8	Parent, student, administrator meeting. Student is assigned a 60 minute after school detention or two lunch detentions.	Administration
9	Parent contacted and student is assigned to ISS for the day.	Student Advocate
10	Out-of-school suspension, referral to Truancy School, reinstatement meeting with Administration.	Administration
Single Class Truant	Time for time: One after school truancy detention/per period missed or 2 lunch detentions, phone call to parent(s).	Administration Attendance Student Advocate
All Day Truant	Send home Utah Code Letter-Law regarding compulsory education. In or out of school suspension possible. Phone call or meeting with parent(s), referred to conference with Counselor.	Administration Counselor
Continued Truant	Referral to Truancy School and/or Court.	Administration