

Elementary School Sample School Plan
School Attendance Policy
2023-24

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 8 days of school for the year. All students who achieve this goal will receive an attendance certificate and be entered into a drawing for a new bicycle at the end of the school year.

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 _____ 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.

ATTEND TODAY, ACHIEVE TOMORROW

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.


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 nurse 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.

Types of Absences

- Valid Excused Absence: (See, below)
- Guardian Excused Absence:
 - Parents must call the office or send a note within one week of the absence. The limit is five (5) days each school year per [Canyons District policy 501.05](#); any additional absences without approved verification will be considered unexcused.
- Unexcused Absence: Any absence without a valid excuse.

Valid Excused Absence

- Illness or Medical Appointment: School may not request a note from a health care provider.
- Family Death, Family Emergency, Religious Holiday.
- 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.

Below is a list of codes that may appear on Skyward related to your students' attendance.

Description	SKYWARD CODE	SKYWARD REASON	Definition
Absent	A		No Communication
	A	VT	Verified Truancy
Excused Absence	E	B	Bereavement
	E	CT	Court
	E	EL	Pre-Approved Ed-Release
	E	R	Religious
	E	DR	Health Care Provider

	E	FE	Family Event
	E	MH	Mental Health
CHECK-IN		LN	Arrived late with excuse
CHECK-OUT		O	Left early with excuse
School-Related Absences	N	FT	Field Trip
		C	Counselor Meeting
		A	Administration Meeting
		T	Testing
		IS	In-School Suspension
		HH	Home/Hospital

		ST	Public Threat Notification
	S		Out of School Suspension
Tardy	T		Tardy
	W		Way Late Tardy (more than 10 min late)

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