

# Canyon View Attendance Policy



Canyon View Junior High is a closed campus. Students are to remain on campus during the entire school day unless properly checked out by a legal guardian or person appointed by the guardian.

**EXCUSING ABSENCES:** A parent or guardian must notify the school to excuse a student's absence within 10 days of the absence. This may be done by note or calling the attendance office. Otherwise, the absence remains unexcused. Students are expected to get their absences excused.

**MAKE-UP WORK/HOMEWORK:** Students are responsible for making up all work missed due to an absence. Students and/or parents are responsible to get missing or make-up work from teachers directly through Skyward, email, or phone contact before or after school.

**CHECK-IN AFTER THE START OF A-1/B-1:**

- Students late with an excused note should go to the front office for an excused tardy pass.
- Students arriving late without an excused note should report directly to class.

**CHECK OUT PROCEDURE:** If a parent fails to check a student out or the student leaves campus either without permission or without being signed out, the behavior will be considered a TRUANCY.

- Checkouts will not be taken over the phone for safety reasons. Students will be called out of class once the parent/ guardian is in the office.
- Parents are only allowed to check out their own children.
- All persons authorized to check a student out of school must be listed on the student emergency form.
- The parent/guardian must come into the attendance office with ID to sign the student out, even during lunch.
- The student may bring a note from the parent/guardian to the office the morning of the checkout. The parent/ guardian must still come into the attendance office to sign the student out.
- If the student returns to school the same day, he/she needs to go to the main office to sign back in.