

Duchesne County School District - Policy Proposal

5.0220 Attendance Requirements

Existing Policy	Proposed Policy
<p><b>5.0220 ATTENDANCE REQUIREMENTS</b></p> <p><del>5.0220.01 PARENTAL RESPONSIBILITY Issue Date: 5/8/97</del></p> <p><del>When a student is absent from school for any reason, it is required that a parent or guardian contact the designated school official concerning said absence. If no note or call is received and said student is absent for three (3) consecutive days or if there is a concern, the designated school official will attempt to contact the parent or guardian. If verbal contact is not made, the parent or guardian shall be required to submit a written excuse for said absence within a twenty-four (24) hour period after the return of said student to school. If no excuse is provided, then said absence will be considered unexcused. Some schools will make contact daily with all absentees.</del></p> <p><del>5.0220.02 TYPES OF ABSENGES Issue Date: 1/6/15</del></p> <p><del>"Excused Absence or Valid Excuse" means:</del></p> <ol style="list-style-type: none"><li><del>1. an absence resulting from:<ul style="list-style-type: none"><li>● <del>illness;</del></li><li>● <del>death of family member;</del></li><li>● <del>an approved school activity; or</del></li><li>● <del>any other reason established by the district as valid.</del></li></ul></del></li><li><del>i. In determining whether to preapprove an extended absence of a student as a valid excuse, the district shall approve the absence if the district determines that the absence will not adversely impact the student's education.</del></li><li><del>2. an absence permitted by a student's:<ul style="list-style-type: none"><li>● <del>individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act; or</del></li><li>● <del>accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act.</del></li></ul></del></li></ol> <p><del>Utah Code A1111. § 53A-11-101(9)(2007) Utah Code A 1111. § 53A-11-101.3 (2007) Utah</del></p>	<p><b>5.0220 ATTENDANCE REQUIREMENTS</b></p> <p>5.0220.01 DEFINITIONS</p> <ol style="list-style-type: none"><li>1. Absent "Absence" or "absent" means the failure of a school-age child assigned to a class or class period to attend at least half of the class or class period as defined by the District. It does not mean multiple tardies used to calculate an absence for the sake of a truancy. <a href="#"><u>Utah Admin. Rules R277-607-2(1) (March 10, 2025)</u></a></li><li>2. Parent Excused When a student is absent from school for any reason, it is required that a parent or guardian contact the designated school official concerning said absence. If no excuse is provided within three school days, then said absence will be considered unexcused. In elementary schools, this may lead to a compulsory education violation. In secondary schools, this may bring about a case of truancy.  "Valid excuse" means:<ol style="list-style-type: none"><li>A. an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;</li><li>B. behavioral health of the school-age child;</li><li>C. a family death;</li><li>D. an approved school activity or suspension;</li><li>E. an absence permitted by a school-age child's: individualized education plan; or section 504 accommodation plan;</li><li>F. Any reason made pursuant to Section 53G-10-205 or 53G-6-803(5).</li></ol>Utah Admin Rules R277-607-2</li><li>3. Chronic Absenteeism "Chronic absenteeism" means a student misses 10% or more of days enrolled, for any reason,</li></ol>

~~Adm1. Rides R277-607-1 (C) (March 3, 2000)~~

#### ~~Truancy~~

- ~~1. Any time a student leaves home for school and fails to show up without prior notification to school officials;~~
- ~~2. Any time a student leaves school for any reason without prior notification to school officials;~~
- ~~3. Any time a student stays away from school without parental or school permission;~~

~~5.0220.03 CLASSROOM LEVEL Issue Date: 5/8/97~~

~~If a student is absent without a valid excuse or truant, the teacher shall report this matter to the principal.~~

~~5.0220.04 TRUANCY~~

~~Issue Date: 5/8/97~~

~~Upon receiving a referral from a teacher, the principal shall meet with the student and the steps including, but not limited to the following:~~

- ~~1. Meeting with the student's parents or guardian;~~
- ~~2. Obtaining medical, psychological and educational evaluations;~~
- ~~3. Convening the SEOP team to study the problem, develop and oversee a remedial program;~~
- ~~4. Adjusting curriculum and schedules, or~~
- ~~5. Referring the matter to the District Truant Officer/Juvenile Court when other reasonable efforts have failed.~~

~~Upon receiving a referral from a principal, the responsible District administrator shall review the record of school level efforts, and meet with the principal. If the student has been truant three (3) times he/she shall be referred to Juvenile Court. If the student continues to be truant, school officials shall follow the state law as set forth in Section~~

and makes a school aware that a beginning of tiered supports may be needed.

*Utah Admin Rules 277-607-2(2)*

#### 4. School Excused

A school activity approved by the principal.

#### 5. Hospitalization

The student is admitted in a hospital and the necessary recovery days afterward.

#### 6. Truancy/Sluff (skipping class)

Any time a student stays away from school without parental or school permission or any time a student leaves school for any reason without prior parental notification to school officials.

#### 7. "Habitual Truant" means a school-age child who is

in grade 7 or above and at least 12 years old, who fails to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problems. *Utah Code 53G-8-211 (1-b-iii-B)*

#### 8. A "school-age child" means a minor who: is at least 6 years old, but younger than 18 years old and is not emancipated. *Utah Code 53G-6-201*

#### 9. Others

Schools may establish other designations to be more specific regarding the attendance categories listed above. Examples of such specific attendance designations could include: out-of-school suspension, in-school suspension, study hall, vacation, school excused, medical, etc.

#### 5.0220.02 ELEMENTARY SCHOOL ACTIONS

1. It is the responsibility of teachers to ensure accurate attendance has been recorded in the manner prescribed by the district.
2. It is the responsibility of the administrator or a designee to record and track a student's

~~53-24-1(c) of the Utah State Code which is:~~

~~That any minor who has reached the age of sixteen (16) years and whose school experience has, in the judgment of the school officials, demonstrated that such minor is unable to profit from school attendance, either because of the student's inability or because of the student's discipline, may be excused from school attendance upon recommendation of the Superintendent and approval of the Board.~~

~~5.0220.05 EXCUSED ABSENCE Issue Date: 5/8/97~~

~~Students who miss school for any reason shall make up the assignments of the day or days missed within two (2) school days. If the student misses school for more than three (3) consecutive days then he/she shall be permitted one (1) additional day of make-up time for each school day regardless of the number of days absent. It is recommended that students get the homework from the teacher before the absence whenever possible. A competence test may be taken for a grade and credit for the times that the student was absent if both, student and teacher, are in agreement.~~

~~5.0220.06 COMPULSORY ATTENDANCE Issue Date: 5/8/97~~

~~Resident students, who are at least six (6) years of age and not more than eighteen (18) years of age, shall attend school for at least one hundred eighty days (180) of the regular school year, unless exempted as indicated below. Attendance shall be in District schools or in some other district to which the student may legally be transferred, or in a regularly established private school. Parents or any other person having control of a minor between six (6) and eighteen (18) years of age are responsible for sending the minor to school.~~

~~Utah Code § 53A-11-101~~

absences and, within certain limits, to send notifications to parents and, ultimately, to the proper governmental agencies.

3. Process for Notice of Compulsory Education Violation related to elementaries (child is in 1st-6th grade and 5-11 years old):
  - a. Before five days of unexcused absences within a school year, the administration, or designee, will make a contact of inquiry (email, letter, phone call with a follow-up email).
  - b. After five days of unexcused absences within the school year, and the student is at high academic risk, administration, or designee, will send a letter of Compulsory Education Violation through certified mail.
  - c. After 10 days of unexcused absences within the school year, and parents/guardian(s) have failed to make a "good faith" effort to meet attendance requirements, the administration will submit a referral to DCFS.
4. Notice of Compulsory Education Violation— A school administrator, a designee of the school administrator, a law enforcement officer acting as a school resource officer, or a truancy specialist may only issue a notice of compulsory education violation to a parent of a student, if the student is in grade 1 through 6 and if the student is truant at least five (5) times during the school year.

The notice of compulsory education violation shall:

- a. direct the student's parents to meet with designated school authorities to discuss the student's attendance problems and cooperate with the District to secure regular attendance by the student.
- b. specify the school authorities with whom the parent is required to meet.
- c. state that it is a class B misdemeanor for the student's parent to intentionally or without good cause fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) or more times during the remainder of the school year.

- d. be served on the student's parent by personal service or certified mail.
- e. The District shall report violations of this policy to the appropriate city, county, or district attorney.

[Utah Code § 53G-6-202 \(2021\)](#)

5. If school personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent has failed to make a good faith effort to ensure that the school-age child receives an appropriate education, the issuer of the compulsory education violation shall report to DCFS (the Division of Child and Family Services):

- a. identifying information of the school-age child and the parent who received the notice of compulsory education violation;
- b. information regarding the longest number of consecutive school days the school-age child has been absent or truant from school and the percentage of school days the school-age child has been absent or truant during each relevant school term;
- c. whether the school-age child has made adequate educational progress;
- d. whether the requirements of Section 53G-6-206 have been met;
- e. whether the school-age child is two or more years behind the local public school's age group expectations in one or more basic skills; and
- f. whether the school-age child is receiving special education services or systematic remediation efforts.

#### 5.0220.03 SECONDARY SCHOOL ACTIONS

- 1. It is the responsibility of teachers to ensure accurate attendance has been recorded in the manner prescribed by the district.
- 2. It is the responsibility of the administrator or a designee to record and track a student's absences and, within certain limits, to send

notifications to parents and, ultimately, to the proper governmental agencies.

3. Process for Notice of Truancy Violation related to secondary schools (child is in 7th-12th grade and is 12-17 years old):
  - a. Before five days of truancy within a school year, the administration, or designee, shall make a Contact Of Inquiry with the parents/guardians of the student to inform them of the truancy status. (email, letter, phone call with follow-up email).
  - b. Upon the 5th (or subsequent) day of truancy within the school year, school administration, or designee, shall send a First Letter of Excessive Truancy to parents/guardians. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance.
  - c. Upon the 5th (or subsequent) day of truancy from the date of the First Letter of Excessive Truancy (minimum of 10 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problems and have reached the status of a Habitual Truant. School administration, or designee, shall send a Second Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.
  - d. Upon the 5th (or subsequent) day of truancy from the date of the Second Letter of Excessive Truancy (minimum of 15 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of

school authorities to resolve the school-age child's attendance problems and have reached the status of a Habitual Truant for the second time. School administration, or designee, shall send a Third Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.

e. Upon the 5th (or subsequent) day of truancy from the date of the Third Letter of Excessive Truancy (minimum of 20 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problems and have reached the status of a Habitual Truant for the third time. School administration, or designee, shall refer the case to Juvenile Court. *Utah Code 53G-8-211 (5)*

~~5.0220.07 EXEMPTIONS~~ ~~Issue Date: 5/8/97~~

Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the minor is excused from attendance during the time specified on the certificate.

1. A student over age sixteen (16) may receive a partial release from school to enter employment if the student has completed the eighth grade, ~~or if the minor's services are required for the support of a parent. Minors receiving this exemption must still attend school part-time as required by the Board.~~

5.0220.04 EXEMPTIONS

Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the minor is excused from attendance during the time specified on the certificate.

1. A student over age sixteen (16) may receive a partial release from school to enter employment, or attend a trade school, if the student has completed the eighth grade.
2. On an annual basis, a school-age child may receive a full release from attending a DCSD school if one of the following is established to the Board's satisfaction:
  - a. The school-age child has already

2. On an annual basis, a minor between six (6) and eighteen (18) years of age may receive a full release from attending a public school, a ~~regularly established private school or part-time program or class~~ if one of the following is established to the Board's satisfaction:

- a. The ~~minor~~ has already completed the work required for graduation from high school.
- ~~b. The minor is taught at home in the subjects prescribed by the State Board of Education in accordance with the law, and for the same length of time as minors are required by law to be taught in the District. A minor receiving a partial release in order to enter employment under item one (1) above may be excused from attending required part-time school if the minor is taught the required number of hours at home.~~
- ~~c. The minor is in a physical or mental condition, which renders attendance inexpedient and impracticable as certified by a competent physician.~~
- ~~d. There is no school or class taught for the required length of time within 2.5 miles of the minor's residence or place of employment, and free transportation is not provided to a school or class located beyond 2.5 miles.~~
- e. Proper influences and adequate opportunities for education are provided in connection with the ~~minor's~~ employment.
- f. The Superintendent determines that the ~~minor~~, if over age sixteen (16), is unable to profit from attendance at school because of a continuing negative attitude toward school regulations and discipline.

completed the work required for graduation from high school.

- ~~b. The school-age child is in a physical or mental condition, certified by a competent physician or physician assistant if required by the local school board or charter school governing board, which renders attendance inexpedient and impracticable.~~
- c. Proper influences and adequate opportunities for education are provided in connection with the school-age child's employment.
- d. The superintendent has determined that a school-age child over 16 years old is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.

*Utah Code 53G-6-204*