

Policy 5035

Attendance Requirements / Procedures

A. Purpose

1. The Board of Education for Box Elder School District acknowledges that regular attendance is essential for a successful learning experience. Studies indicate consistent attendance is vital for enhancing student performance (Ginsburg et al., 2014). Arriving on time is crucial for achieving high academic success, as missed classes and tardiness can lead to significant learning gaps that are challenging to overcome.

B. Compulsory Education

1. Under Utah's compulsory education law, parents/guardians of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age students to school unless an exception applies as outlined in this policy releasing minors from school attendance.

C. Definitions, Roles, and Responsibilities

1. Parent(s)/guardians(s), students, and school personnel should make decisions that lead to excellent classroom attendance:
 - a. Students should arrive on time and attend every class they are enrolled in unless they have an excused absence.
 - b. Parents/guardians are expected to ensure that their school-age child attends school as required by Utah law and to notify the school when their student is absent for a valid reason.
 - c. A parent may excuse an absence via a school-approved messaging method within a reasonable timeframe but not to exceed one week after the absence.
 - 1) Valid Excuse:
 - 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;

- b) mental or behavioral health of the school-age child;
 - c) a family death;
 - d) an approved school activity;
 - e) an absence permitted by a school-age child's
 - i. Individual Education Program; or
 - ii. Section 504 Accommodation plan;
 - f) Prearranged family events
 - g) An absence permitted per [Subsection 53G-6-803\(5\)](#); or
 - h) any other excuse established as valid by the school district superintendent.
 - i) "Valid excuse" does not mean a parent's acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted with the approval of the school district superintendent.
2. Teachers shall create a safe and engaging classroom that will encourage students to come to school and reach out to chronically absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.
3. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.
4. The Board directs the Superintendent to develop procedures for managing student attendance, the requirements outlined in the State's Compulsory attendance law, and this policy to help students benefit from the District's education program. Included in the procedures will be:
- a. Definitions - key definitions, expectations, and tracking for policy implementation. Definitions should include those listed in this policy under definitions.

- b. General Procedures and Requirements - roles of students, parents, and employees.
- c. Tiered Responses to Truancy and Chronic Absenteeism - outline of communication, interventions, and progressive support provided to students and parents.
- d. School-Based Attendance Procedures - allowances for site-based attendance guidelines.
- e. Student Membership and Enrollment - guidance in accounting for student attendance and engagement in calculating student membership; and
- f. Appeal Process - due process for procedures for appealing district intervention and disciplinary actions.

Legal

Ginsburg, Alan, Phyllis Jordan and Hedy Chang, "Absences Add Up: How School Attendance Influences Student Success," Attendance Works, August 2014.

[Utah Administrative Rule R277-607](#)

[Utah Code § 53G-6-201 et seq.](#)

[Utah Code § 53G-6-801, et seq.](#)

[Utah Code 53G-8-211](#)

[Utah Code § 53G-9-202](#)

[Utah Code § 53G-9-801, et seq.](#)

[Utah Administrative Rule R277-419](#)

- A. ~~Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law (Utah Code § 53G-6-201) directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process thus impairing a student's opportunity to learn.~~
- B. ~~Special circumstances specified in the law allow the Board to excuse a student from attendance and exempt a parent from consequences listed in the law. (Utah Code § 53G-6-204)~~
- C. ~~Due to Box Elder School District's commitment to quality education, there is concern when a student misses school for any reason. In keeping with state law and to promote~~

~~the educational goals of the school district, the following attendance requirements are established for all students.~~

- ~~1. It is the responsibility of all students to attend school and to be on time every school day. If a student is absent for any reason, it is the student's responsibility to follow the procedures outlined by the district attendance procedure. Valid absences (excluding pre-arranged family event absences) and parent contact absences must be called in within one week of the absence.~~
 - ~~2. Students who are absent will be responsible to make up course work that can be made up. Teachers are required to give students an opportunity to make up course work missed. It is essential that teachers be precise in assigning work to be made up, as well as setting any time deadlines. Make up assignments should be as closely related to work missed as possible and should not exceed quantity of work assigned students during the time missed.~~
 - ~~3. When students must leave school for any reason, they shall follow the established procedures outlined by the school. If a student leaves their assigned area without formally checking out, the student will be considered truant.~~
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- ~~4. For each student who is or should be enrolled within the school, the administrator, or designee, shall make efforts to resolve attendance problems. These efforts shall include:
 - ~~a. A personal meeting with the student when he/she has missed ten days or any one class period ten times.~~
 - ~~b. Maintain a record of school absences that distinguish between absences that are considered as having a "valid excuse" and those considered to be without a valid excuse or "truancy". Valid excuses include the following:
 - ~~1) Illness including mental or physical (the school may not require documentation from a medical professional to substantiate the illness);~~
 - ~~2) Mental or behavioral health of the school-age child;~~
 - ~~3) Family death~~
 - ~~4) School activities~~
 - ~~5) Prearranged family events with at least one day notice~~~~~~

- ~~6) Absence permitted by the provisions of an IEP~~
- ~~7) Absence permitted by the provisions of a 504 plan~~
- ~~c. Issue a written notice of a compulsory education violation to a student's parent when the student has accumulated at least ten absences without a valid excuse during the school year. The notice of violation shall:~~
 - ~~1) direct the parent to meet with school authorities to discuss the student's attendance problems~~
 - ~~2) instruct the parent that cooperation is required by state law~~
 - ~~3) designate who the parent is to meet with~~
 - ~~4) notify the parents that it is a class B misdemeanor~~
- ~~d. A student who is between the ages of twelve and fifteen years and has been truant at least ten times during the school year may be classified as "habitual truant" if the school's administration has made a reasonable, documented effort to resolve the attendance problems without success.~~
- ~~D. Students requesting an appeal to the school attendance policy may follow the procedures outlined in Box Elder School District Policy 5350 Student Complaints-Resolution.~~