

Policy 5035

Attendance Requirements / Procedures

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law ([53A-11-101](#)) 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. ([UCA 53A-11-102](#))
- C. Because of 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 in the school attendance policy. Valid absences (excluding pre-arranged 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.
 - a. Students who fail to follow school procedures for checking out of school during the day may be cited by the resource officer or school official for violation of the daytime curfew ordinance.
 - 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 medical and/or dental appointments)
 - 2) Family death
 - 3) School activities
 - 4) Absence permitted by the provisions of an IEP
 - 5) 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 to intentionally or recklessly fail to meet with school officials or fail to prevent the student from being absent without a valid excuse five or more times for the remainder of the school year
 - 5) be either delivered by certified mail or given to the parent personally
 - d. A student who is at least twelve years of age and has been truant at least ten times during the school year may be classified as a “habitual truant” if the school’s administration has made a reasonable, documented effort to resolve the attendance problems without success. A habitual truant citation may be issued and the student shall be referred to juvenile court.
- D. Each school shall develop attendance procedures appropriate to implement this Attendance Policy. Students requesting an appeal to the school attendance policy may

follow the procedures outlined in Box Elder School District [Policy 5350 Resolution of Student Complaints](#).