

ATTENDANCE POLICY

Student attendance is governed by State laws and by District and School policies. State laws and education policies require that students attend school. Following are the basic attendance policy requirements.

- A. There are four classes of absences:
 - a. Verified (those cleared by a parent contact with the attendance office)
 - b. Unverified (those not cleared by a parent)
 - c. School Excused (those absences due to a student's involvement in a school activity)
 - d. It is considered an absence if a student misses more than half a class.
- B. Attendance begins the first day of the trimester, and if a student transfers from a class, the attendance in the previous class follows the student into the new class. During class time, students are expected to be in class. Students are not allowed to be in the school building if they are not enrolled in a class. Parents can only verify or clear an absence if the student is not on school property. Violators may receive a truancy ticket or be cited for trespass and referred to the courts.
- C. A parent/legal guardian will have five (5) school days to verify (report the cause) of any absences. After that the absences will remain unverified and may be marked as a truant. After 5 days a parent/guardian cannot change the student's attendance. This can be appealed through an administrator.
- D. Family vacations will be accepted only as they are pre-approved, not after the fact. Approval of family vacation requests will be contingent upon previous history of good attendance. Pre-approved vacation days are treated as verified absences, and the student is fully responsible for all course work missed. Pre-approved vacation days will not affect a student's eligibility to participate in extracurricular activities. To request a pre-approved absence, students must submit a Request for Pre-Approved Absence form to the office, signed by their teachers and an administrator. Form can be picked up in the main office.

Cache County School Board Truancy Policy/Notice of Truancy and Truancy Citations

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a Notice of Truancy and/or Truancy Citation, as follows:

- A. Notice of Truancy (habitual). A school administrator may issue a Notice of Truancy to a student who is at least 12 years of age and has been MARKED truant at least five (5) times during the current school year. The Notice of Truancy shall:
 - a. identify the classes and/or dates for which the student has been considered truant;
 - b. direct the student and parent to meet with school authorities to discuss the student's truantries; and
 - c. inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the student;
 - d. explain the next step – Truancy Citation
- B. Truancy Citations
 - a. A school administrator may issue a Truancy Citation to a student who is at least 12 years of age and has been absent without a valid excuse or an immediate citation may be issued for not attending class while at school. A copy of the Truancy Citation shall be delivered in person or by mail to the parent or legal guardian of the student.
 - b. Truancy notices and citations shall be documented in PowerSchool.
 - c. The parent shall have the right to appeal a Truancy Citation or Notice of Truancy in writing to the building level administrator within ten (10) days of being issued.
 - d. A school administrator may impose administrative penalties. Administrative penalties may include, but are not limited to, make-up classes or a Truancy Citation as outlined in the schedule below. A school administrator may void a Truancy Citation with improved attendance.
- C. Truancy Citation Fine
 - a. Truancy Citation Fines are approved by the Board
 - i. 1st Citation \$20
 - ii. Additional Citations \$25

A school district or school may refer a minor to court for a class C misdemeanor committed on school property or for being a habitual truant (10 times during one school year), as defined in Section 53G-6-201 and 53G-8-211, if the minor refuses to participate in an evidence-based alternative intervention. When a minor is referred to court the school shall appoint a school representative to continue to engage with the minor and the minor's family through the court process. A school representative may not be a school resource officer. A school district or school shall include the following in its referral to the court:

- A. attendance records for the minor;
- B. a report of evidence-based alternative interventions used by the school before referral, including outcomes;
- C. the name and contact information of the school representative assigned to actively participate in the court process with the minor and the minor's family; and
- D. any other information the school district or school considers relevant.