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Statement of.....

Policy and Responsibility

SUBJECT: ATTENDANCE

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. Utah Compulsory Attendance Law 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.

Special circumstances specified in the law allow the Board to grant parental requests for a child to permanently withdraw from school and therefore not graduate. This request must be made through the school principal and the Director of Student Services.

- B. Legitimate Absences are:

1. Personal illness of pupil (Principal may require a note from a doctor.)
2. Serious illness or death of a member of the family
3. Grave emergencies demanding the help of the pupil at home
4. Unavoidable delays or failure of transportation
5. Other circumstances that in the judgment of the principal constitute a justifiable absence from school and for which arrangements have been made with the principal in advance.

- C. Absences for reasons other than those listed above will be considered as unexcused absences.

- D. Verification shall be required of all pupils who are absent from school for an entire day for any cause within five school days following the absence. Failure to excuse any full day absence within five school days will result in an unexcused absence and any subsequent consequences. Students who miss part of a school day, are subject to school attendance policies as outlined in the school policy handbook. This includes adhering to all school check-in and check-out procedures. Murray High School students see PS 446.2. Students involved in the truancy process must include a doctor's note for all absences.

- E. Elementary teachers will be required to give students with an excused absent an opportunity to make up missed class work. Teachers must take care to be precise in assigning the work to be made up and to be clear and fair on deadlines.

- F. Secondary Requirements

1. Individual teachers will develop grading and credit guidelines that reward academic achievement (open disclosure policy IN 307). Teachers will be required at the beginning

of each grading period to disclose the specific criteria upon which the course grade/credit will be determined. A copy of the policy must be approved by and filed with the principal. Schools will communicate to the parent, student performance and attendance patterns throughout the term (parent notification PS 424).

2. It is the responsibility of students who have an excused absence to make up class work that can be made up (tests, quizzes, papers, daily assignments, etc.). Students should find out what they missed at a time that does not inhibit the teacher from teaching (before school, lunch, after school, during independent work, etc). Teachers are required to give these students an opportunity to make up class work missed. Secondary teachers will set fair and reasonable deadlines for completion.
3. When students are tardy for class, it is their responsibility to contact the teacher as soon as possible, without disrupting teaching, so that an absence will not be assessed. Students who are more than ten minutes late to class will be marked as absent. Additionally, students are subject to individual school tardy policies.
4. When students must leave school during the day for any reason, they must obtain a check-out slip from the Attendance Office.
5. Junior High schools are closed campuses. Students are expected to stay on campus from the time they arrive until dismissal. If a student leaves school grounds without formally checking out, s/he will be considered truant.
6. In the event of truancy (sluffing), the school will proceed from parent notification to a parent conference, to suspension and a parent conference to explore possible alternatives for the student (truancy policy PS 436.1).
7. Parents will be notified whenever a student has missed any class five times per term.