

NUMBER:	PS 401
EFFECTIVE:	04/13/1982
REVISION:	03/05/2015
PAGES:	2

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 Utah Code Ann. § 53A-11-101.5 directs parents to require their children between the ages of six and eighteen years of age 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.

All matters pertaining to daily attendance, tardiness, excuses, and similar matters are the responsibility of the principal in accordance with Utah State Law. (From PS 406 - Student Placement/Attendance) Classroom teachers are responsible for accurate daily attendance recording.

- B. Online access to check grades and attendance is available. Parents/Guardians should contact the school directly to get a username for the online system.
- C. Legitimate Absences are:
1. Personal illness of pupil
 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. Family event (parent note required)
 6. Healthcare provider visit (parent note required)
 7. 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
- D. Absences for reasons other than those listed above will be considered as unexcused absences.

- E. 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 - Murray High School Citizenship Credit Requirements for Graduation.
- F. 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.
- G. Secondary Requirements
1. Individual teachers will develop grading and credit guidelines that reward academic achievement (See policy IN 307 - Disclosure Requirements). Teachers will be required at the beginning of the year for year-long classes and the beginning of the semester for semester classes 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 or designee. Schools will communicate to the parent, student performance and attendance patterns throughout the term (See policy PS 424 – Reporting of Student Progress).
 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. Students are to remain at school unless checked out through the attendance or main office using school procedures.
 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 (See policy PS 436.1 - Truancy).