

**POLICY & PHILOSOPHY**

To empower all students to function effectively in the society in which they live by encouraging regular school attendance of all students and by encouraging student conduct that produces a proper learning environment and respect for the personal, civil and property rights of all members of our school community.

**POLICY**

It is the policy of the North Summit School District to promote regular attendance and a disciplined school environment. Accordingly, the District expects full compliance with state compulsory attendance laws and holds all students, teachers and other adults in each school to the highest standards of behavior on school grounds and during school-sponsored activities. Disruptive behavior will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action. (Please refer to Section FH – FHEE)

**ATTENDANCE PROCEDURES**

Each school shall set up an attendance procedure to help parents and students with their responsibility for regular school attendance. This procedure shall include, but is not limited to the following: (Each school's policy is at the end of FBD)

1. School Staff Promotion of Good Attendance
2. Provide the Parent or Legal Guardian Notification
3. School Discipline Plan & Principles
4. School Rules & Standards for Behavior
5. Written Notice and Posting of School Rules
6. Classroom Teacher Responsibilities
7. Student Inappropriate Behavior
8. Referral for Inappropriate Behavior
9. Suspension
10. Meeting with Students Outside Normal School Day
11. Truancy Intervention
12. Policy Dissemination to Parents & Copy Kept at District Office.

**ABSENCES & EXCUSES**

Students who are at least six (6) years of age and not more than eighteen (18) years of age, shall attend school or have an excused absence for at least 180 days of the regular school year and make up or remedial work shall be required from students with excessive absences.

**EXCUSED ABSENCES**

Any student not already exempted from the compulsory attendance law under Policy FBC may nevertheless be excused for temporary absence resulting from illness, medical appointments, family emergencies, death of family member or close friend, a family activity consistent with district/school policy, or any other reason identified by the school or district as reasonable.

The reason for an excused absence must be stated in writing and signed by the parent, legal guardian or responsible resident adult. The District may investigate any case in which an excused absence is requested.

### **COURT-RELATED STUDENTS**

Absences caused by required juvenile proceedings and child abuse or neglect investigations shall be excused. The reason for the absence must be stated in writing by the probation officer or caseworker.

### **SUSPENDED STUDENTS**

If a student is suspended, the absence shall be considered an excused absence if the student satisfactorily completes the assignments for the period of suspension within a reasonable time determined by the District. The District may impose a grade adjustment on the work made up by a student who has been suspended.

### **COURT-RETURNED STUDENTS**

The absence of a student who returns to school as a result of prosecution under the truancy law or by order of a court may be excused if the student:

1. Returns to school and attends class regularly and to the satisfaction of the District.
2. Satisfactorily completes assignments for the period of the absence within a reasonable time determined by the District.

### **TRUANCY**

Prior to or no later than school registration, the parent(s) of all students in grades 1-12 shall be provided notice from the school or district informing parents of Compulsory education attendance laws and encouraging parental cooperation.

1. A student registering in the school district during the school year shall be provided written notice explaining the school and school district's compulsory education policy.
2. A student moving from one school to another within the same district may be provided written notice explaining the school and school district's compulsory education policy.

If any parent or person standing in parental relation to a child who is subject to the compulsory school attendance law and not lawfully exempted or properly excuse from attendance willfully fails to require the child to attend school, such as shall be reported in writing by the Board to the appropriate city, county, or district attorney.

*Utah Admin Code R277-607-4*

*Utah Code Ann. § 53A-11-101(3)*

The Board shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible by the Board in individual cases:

1. Counseling of the student by school authorities.
2. Enlisting parental support for attendance by the student.
3. Meeting with the student and the parents/guardians. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.

4. Monitoring of attendance by parents and the school.
  5. Enlisting the assistance of community and law enforcement agencies as appropriate.
- Utah Code Ann. § 53A-11-103(1)*

The school should follow the following procedures toward the designation of habitual truancy status:

1. Following two unexcused absences in a six week period, the individual designated by the school shall counsel the parent(s)/student as to the importance of school attendance and the legal implications of truancy.
2. Following four additional unexcused or six excused absences in a subsequent six week period, the school or elsewhere to discuss the student's attendance problem.
3. Following the seventh unexcused absence within a total 12 week period, a certified letter shall be sent requesting again the support of the parent(s) in resolving the attendance problems and outlining the requirements of Section 53A-11-103.
4. The school shall continue to monitor school attendance following the first truancy citation. If appropriate, the student's curriculum or schedule may be adjusted.
5. If there is an eighth unexcused absence within a total 14 week period, a second truancy citation shall be issued. Following the second truancy citation, prior to the referral to court, in a final attempt to prevent habitual truancy, the school shall schedule a pre-court hearing meeting with the second truancy citation for the parent and student. At the meeting, school personnel shall present final alternatives to court referral.
6. Following the ninth unexcused absence, a third truancy citation shall be issued and the parent/student shall be notified that the student is a habitual truant. Referral to the appropriate County or District Attorney or Juvenile Court consistent with Section 53A-11-104(6) shall be made by the individual designated by the school/district.
7. The school district may work with appropriate courts and personnel to develop procedures to track students and encourage school attendance.
8. If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that the procedures of this rule apply consistent with state and federal law and regulations.

Utah Admin. Code R277-607-4

The parent shall have the right to appeal a truancy citation consistent with district administrative policy and time limits established by the district policy and legal due process.

If, after earnest and persistent efforts are made by the parents or guardian and the school, the truant behavior has not been corrected, the Board shall either refer the matter to the appropriate juvenile court or release the student from school.

*Utah Code Ann. § 53A-11-103(3)*

## 8). ATTENDANCE

School attendance is required by State Law (53A-11-103), unless a child is ill or there is a family emergency. Regular attendance is essential for school success.

No Child Left Behind legislation mandates that **students must be in attendance at least 95% of the time**. Excessive absences will be defined as being absent/tardy 10% or more of the days in the school term. State law and our attendance policy require us to closely monitor the attendance of students. **Children who have excessive absences throughout the year that negatively impact their academic performance, may not be promoted to the next grade level. It is essential that parents call the office at 336-2101 between 7:30a.m. and 8:30a.m., if your child will be absent. Calling in an absence documents whether the absence is excused or not and ensures that your child is safe.** If we do not hear from you, we will call you.

Concerns regarding attendance will be addressed by following the State Law. A summary of State law 53A-11-103 is as follows:

1. Counseling of the child and parent regarding attendance by school authorities
2. Written notification in the form of a Level 1 letter requesting parental support in securing regular attendance by the minor will be sent. Refusal to comply to the notice is a class B misdemeanor. Parents will be requested to send a note stating the reason for any further absences in writing.
3. At least one meeting with the parents.
4. The school district may enlist the assistance of community (Division of Family Services) and law enforcement agencies.
5. In the event the minor's school attendance problem continues, a Level Two letter will be sent advising the parent that the child may not be promoted to the next grade level, due to absences. The school may also refer the school age minor to the appropriate district or county attorney or juvenile court as a habitual truant.

**Beginning the school day on time is an important habit for children to develop. Arriving with the other children and being present for the opening of the day helps children to reduce anxiety and minimizes the disruptions to learning for all children. Parents who have children arriving at school tardy more than three days in a two-week period will be notified and asked to sign their child in upon arrival.**



**NORTH SUMMIT ELEMENTARY**  
240 S BEACON DRIVE  
COALVILLE UT 841017  
435-336-2101

Dear Parent/Guardian:

Attendance at school is one of the indicators for success in Elementary School age children. According to our attendance records \_\_\_\_\_ has either been tardy, absent, or both on many school days. Our records indicate your child has been tardy \_\_\_\_\_ days and absent \_\_\_\_\_ days.

Your child needs to be in school everyday. Being in school everyday helps to establish a strong foundation in a child's learning and in their social relationships. We understand there are emergencies and sicknesses that cannot be helped. May we suggest that doctor appointments, shopping, vacations, and etc. be made during non-school hours. **Children who have their learning negatively impacted by excessive absences, may not be promoted to the next grade level.** As required by law, continued absences may be referred to the Juvenile Court System and/or the Division of Family Services. Please refer to the State Law No. 53A-11-103.

We realize nothing can be done about what the attendance pattern has been for your child this far. We do however, ask for your immediate support by having your child to school everyday and on time. The school day begins at 7:50 a.m. The children should be in the building by 7:45 a.m. to avoid being tardy. We have found that children experience less anxiety and get a better start to the day when they begin the day with their classmates. We also want to minimize the disruptions to the learning environment for all children. Punctuality and a consistent pattern of daily attendance are qualities that we would like to be instill in your child. If more information is needed, please call the school principal at 336-2101.

Respectfully,

Lori O'Connor  
Principal

\*Please sign and return.

\_\_\_\_\_  
Parent's Signature  
SAMPLE Tier 2  
Revised 7/2011

\_\_\_\_\_  
Date



North Summit Elementary  
240 South Beacon Drive  
P.O. Box 497  
Coalville, UT 84017  
435-336-2101

Dear Mrs. \_\_\_\_\_,

This is the second letter written to you to express concern regarding \_\_\_\_\_ tardies and absences. The law is clear that it is a parent's responsibility to make sure that their child is attending school. We tried to communicate our concerns to you, but I am finding that instead of \_\_\_\_\_ attendance improving it is becoming more problematic. Past conversations with the Department of Family Services have advised me to send this letter to you. Following the law and in an effort to put \_\_\_\_\_ education as the number one priority, please be advised that any additional tardies or absences without a doctor's note will be reported directly to the court system and may affect your child's ability to be promoted to the next grade level. Please find a report of your child's current attendance and tardies attached to this letter.

Respectfully,

Mrs. O'Connor

SAMPLE Tier 2



North Summit Elementary  
240 South Beacon Drive  
Coalville, UT 84017  
435-336-2101

Dear Parent of a North Summit Eagle,

Our goal as a school is to help each child to be a successful student. In reviewing the progress of our students, we are noting that your child \_\_\_\_\_ is not making the progress that we hoped that they would. The absences that your child has had over the last couple of months have had a significant, negative impact on their learning. We sent a letter earlier asking you to please give more consideration to the seriousness of having a child miss school and the legal issues surrounding truancy. At this time we want to inform you that the continued absences that your child has had since that letter, may make it difficult for your child to progress to the next grade. The school district supports a rigorous academic program and your child's success in the next grade depends on what they are learning this year. It becomes very difficult to send a child on to the next grade without a solid foundation.

We understand that children do become ill. Please be advised that if your child is out due to illness, we may ask that you send a doctor's note with them when they return. Please let me know if you have any questions or need more information. It is our sincerest hope that you will work with us to ensure the success of your child.

Respectfully,

Mrs. O'Connor

## Attendance Policy – Grades 9-12

### I. Policy

School attendance is the combined responsibility of the school, parent, and student. In accordance with the Utah Compulsory Education Act, Utah Codes 53A-11-101 students are required to attend school at least 94% of the time. Currently North Summit High School maintains 180 days in a school year. By law students are required to attend 170 days or miss fewer than 10 days. The purpose of this policy is to provide information on the schools attendance policies.

The administration and staff would like to work closely with guardians and students to insure regular attendance of all students. Research has shown that students who attend school regularly, have better grades and do better on standardized tests.

### II. Attendance

#### Definitions

**Absence-** A student's non-attendance for one school day or part of one school day.

**Excused absence-** A student is absent from school for a reason identified by the school district as legitimate, valid and reasonable. Students are still responsible to make up missed work.

**Parental excused absence-** A student's non-attendance for one school day that is not identified by the school district as legitimate, valid and reasonable. Students are still responsible to make up missed work.

**School Excused Absence-** Students who are absent and are participating within school approved activities or activities sanctioned by the Utah High School Activities Association. Students are still responsible to make up missed work.

**FA** – A 'failure due to attendance' is recorded for students who lose credit due to attendance during the current quarter and is a temporary code. Students will have 45 days to makeup an FA following the last day of the quarter before it turns into an NG. However, an FA will result in the loss of credit.

**NG** - A 'no grade' is recorded for students who lose credit due to attendance violations and does not affect the overall GPA. However, an NG will result in the loss of credit. An NG will replace an FA 45 days following the completion of a quarter if the student does not make up the work required available in a "Attendance Make Up Session." An NG is permanent and will remain on a students transcript and cannot be made up. An NG is not available to students who fail academically; those students will receive an F *regardless* of their attendance.

**Tardy-** Occurring or arriving after the scheduled, expected, or usual time; late.



**Truant-** Any intentional unauthorized absence from compulsory schooling. The term typically describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions.

**Way Late-** Occurring or arriving 10 minutes after the scheduled, expected, or usual time; late.

**Attendance Point System:** Student attendance is based upon a point system with all attendance codes given a point value. At the beginning of each quarter all students will start out with a clean slate and "0" attendance points. If a student receives a tardy, way late, unexcused absence, excused absence, parental absence or truancy within a class, the student will accumulate penalty points. When the accumulation of all attendance points equals 3.5, the trigger number, an FA will automatically be generated by the school grading system (Power School) and override the students' grade. Students can earn their grade back when they make up their attendance as described below in the "Attendance Make Up Session."

Parents and students can check and are encouraged to monitor their attendance daily using Power School. If you don't know your login and password, please contact the high school office to obtain that information.

| ATTENDANCE CODE | INTREPRETATION OF ATTENDANCE CODE | POINT VALUE |
|-----------------|-----------------------------------|-------------|
| T               | Tardy                             | 0.5         |
| W               | Way Late                          | 0.75        |
| A               | Unexcused Absence                 | 1.0         |
| P               | Parental Excused                  | 1.0         |
| E               | Excused Absence                   | 1.0         |
| S               | School Excused Absence            | 0.0         |
| X               | Truant                            | 3.5         |

Parents will be notified by phone and email in the event that their student receives a tardy, unexcused absence, or truant in a class or if the student reaches an accumulated attendance score of 3.5. Parents will have 8 days from the time a student misses class to clear an absence with the office. After the 8 days, the absence will result in a truant and parents will **NOT** be able to excuse the absence.

**Attendance make up procedures:** Students who accumulate 3.5 points will be given an FA and will need to make up their attendance with the teacher they received the FA from. Students will need to identify the attendance code they are making up and complete the required time for that attendance code before attendance points are earned back.

Students will work off attendance code/points with the classroom teacher they received the attendance code from or the high school office or counseling office. All truancy codes will need to be made up on Monday **AFTER** school at 2:30 p.m. in the high school office.

Students are encouraged to take care of all FA's **immediately**, allowing them to regain credit for the class. Students will have 45 days after the end of a quarter to make up an FA or it will result in an NG. An NG is permanent and cannot be made up or changed.

**Tardies** – Students are expected to be to class on time. A student will receive a “T” (tardy) if they show up after the tardy bell rings. A student will receive a “W” (way late) if they show up 10 minutes after the tardy bell rings. If a teacher holds a student late from class, they will write a tardy note excusing the student for being tardy to their next class. If a student misses ½ of the class hour (25 minutes or more) they will be considered absent.

**Absenteeism** – Please make every effort to call the office before 8:00 a.m. so that your student's attendance can be recorded on the school roll for that day. Also, you will need to identify if the absence is considered medical or not. It is the student's responsibility to make up missed work with each teacher.

A. **EXCUSED** absences:

1. Sick Days: A doctor's note will be required for any illness or absence over 3 days.

Students have 8 days after the absence to get a health providers note to the office. This note must include the date of service.

2. Death of a family member

3. School Sanctioned Activities, Clubs and Sports Teams

4. Extenuating circumstances will be evaluated on a case-by-case basis with Approval from the school administrator. This conference must be done with a prearranged appointment and must take place in person.

B. **UNEXCUSE** absences:

Absences for reasons other than those listed above will be considered as **UNEXCUSED**.

Parents are still required to call the office and report the absence within 8 days or the absence will result in a truancy.

It is the students' responsibility to make up missed work with each teacher.

Parents are encouraged to take family vacation during established school vacation times. The value of daily attendance cannot be overstated. Lost instruction time with a teacher cannot be regained. In accordance with the Utah Compulsory Attendance Laws (53A-11-101) students must attend school 94% of the time.

**Truancy** – In an effort to prevent truancy, the North Summit High School will make an effort to remediate truancy in its early stages. North Summit High School follows the policies of the Utah Code 53A-11- (101) – (103) and the Summit County Truancy Court.

Teachers are not obligated to accept makeup work for truancy.

**Definitions**

**Habitual Truant-** A school-age minor who has received more than two truancy citations

within one school year from the school in which the minor is or should be enrolled and ten absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problem as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day.

**Truancy Citation** – An administrative notice to a truant minor requiring an appearance before the school truancy officer or body from which the minor is truant.

**Certified mail** – means notification sent through the U.S. Post Office, that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted.

**Parent** – A parent, guardian, or person having control of a minor between the ages of six and 18.

### **Intervention**

1. The principal or designee shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall be documented and shall include as reasonably feasible:
  - a. counseling of the student by school authorities and issuing a notice of truancy
  - b. issuing a notice of compulsory education violation to a parent of a school-age child, in accordance with Section 53A-11-101.5
  - c. any necessary adjustment to the curriculum and schedule to meet special needs of the minor
  - d. at least one meeting with the minor and the parents to discuss alternatives
  - e. monitoring school attendance of the minor
  - f. written request for parental support by securing regular attendance by the minor delivered by certified mail and that failure to respond is a Class B misdemeanor
  - g. enlisting the assistance of community and law enforcement agencies as appropriate
  - h. providing a school-age minor's parent, with a list of resources available to assist the parent in resolving the school-age minor's attendance problems

Annual notification of the school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.

| Truancy | Action Taken  |
|---------|---|
| 2       | The school shall counsel the parent/guardians(s) and student as to the importance of school attendance and the legal implications of truancy. Documentation of the date, time, and method of communication shall be kept. It is expected that a least one (1) truancy citation shall be issued to the student during this period of time. |

|    |  |
|----|--|
| 4  | The school shall contact the parent/guardian(s) and arrange for a meeting to discuss the student's attendance problem. Documentation of the date, time, and location of the meeting shall be kept. A second truancy citation may be issued during this period of time.   |
| 7  | A certified letter shall be sent requesting again the support of the parent/guardian(s) in resolving the attendance problems and outlining Utah State Law 53A-11-103. A copy of the letter and mailing certificates must be kept by the school. A second truancy citation may be issued during this time.  |
| 8  | If a second truancy citation has not been issued, one shall be issued at that time and the student shall be referred to Administrative Student Services/Principal for further action. Prior to referral to court, in a final attempt to prevent habitual truancy, Administrative Student Services/Principal shall schedule a pre-court hearing meeting with the parent/guardian and student and present final alternatives to a court referral.  |
| 9  | A third truancy citation shall be issued and the school shall refer the student to Administrative Student Services/Principal.  |
| 10 | <p>Any student having received three (3) prior truancy citations within a single school year and for whom reasonable efforts to resolve the attendance problem have failed, shall be issued a habitual truancy citation and referred to the juvenile court as a habitual truant by Administrative Student Services/Principal.</p> <p>A court referral shall include a recommended disposition containing the following:</p> <ul style="list-style-type: none"> <li>[a] documentation of attendance and academic achievement;</li> <li>[b] documentation of school efforts to improve attendance;</li> <li>[c] copies of <b>truancy</b> citations, including all mailing certificates; and</li> <li>[d] student background as requested by the prosecuting agency.</li> </ul> |

2. According to the Utah Code 53A-11-103(2), parents shall cooperate with school authorities in resolving attendance problems for the minor.

### **Legal Remedies**

In the event the minor's school attendance problem cannot be resolved by the efforts of North Summit High School, the school-age minor shall be referred to the appropriate district or county attorney or juvenile court as an habitual truant.

Reference: Utah Code 53A-11-103

### **Policy Dissemination and Review**

A summary of this policy shall be posted in a prominent place in the school. A summary of the policy shall also be published in student registration materials, student employee handbooks, and other appropriate school publications as directed by the North Star Academy Board of Directors and adopted by North Summit School District.

This policy will be reviewed on an as needed basis.

### **REFERENCES**

[Utah Code Ann. §53A-11-101 to 105](#) - Compulsory Education Requirements

[Utah Code Ann. §§53A-11-901 to 907](#) - School Discipline and Conduct Plans

[Utah Administrative Rules R277-607](#) - Truancy Prevention

**Minor Excused From School** - The Board may excuse a student from attendance if it has received sufficient evidence to support a finding by the Principal that the student is over the age of sixteen (16) and is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline. When a minor is excused from attendance by the Board, a certificate shall be issued by the Principal-Director of Student Services stating that the minor is excused from school attendance for the period specified on the certificate.

**School Sanctioned Activities, Clubs and Sports Teams** – North Summit High School understands the value of student participation within extra curricular activities. These experiences help a student grow emotionally, improve skills, and develop knowledge and leadership skills.

Because of the benefits of participation in extra-curricular opportunities, as well as the correlation between school attendance and student academic success, care must be taken to ensure students are not excessively absent and that a quality, rigorous educational opportunity is provided.

Students who are involved within school activities or activities sanctioned by the Utah High School Activities Association will be given an “S” as a result of missing school for the sanctioned activity. An “S” indicates a school excused activity and does not count as an unexcused absence. It is still the responsibility of the student to check with teachers and obtain classroom work and see that it is turned in on time. Students are not excused from classroom work.

Utah High School Activities Association further states the following terms under Section 8: Scholastic Rule in the UHSAA handbook:

A. To be eligible to participate in Association sanctioned activities, a student:

1. Must be a full time student in the school he or she intends to **represent**, or otherwise comply with all Utah State Board of Education dual enrollment requirements.

2. Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of

failures equal to the number of periods in the class); and,

3. Must have obtained a minimum grade point average (GPA) of 2.0 based on a 4.0 scale or its equivalent in the preceding grading period.

a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.

b. The scholastic regulations apply to students who are entering high school for the first time. They also apply to any ninth grade student at a junior high or middle school, who has established eligibility at a member high school as provided in these by-laws.

c. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error.

d. These scholastic regulations are the minimum required for participation in Association activities. Nothing in this rule shall prevent local boards of education or governing boards of charter or private schools from establishing standards, related with grades that exceed those of the Association. Any such rule, however, is not binding on the Association.

#### **IV. Full-Time/Part-Time Students Policy**

North Summit High School wishes to establish parameters for full-time and part-time students and to encourage all students to be involved in the most rigorous and beneficial curriculum available for their full high school career.

##### **Definitions**

1. **Full-time student** means, for purposes of participation in student activities, a student enrolled in North Summit high school for a minimum of five-sevenths of the school day. Release time and parent release do not count as one of the five required classes.

2. **Part-time student means**, for purposes of participation in student activities, a student enrolled in North Summit high school for less than five-sevenths of a school day.

### **Limited Eligibility for Student Activities (Grades 9-12)**

1. Full-time students are eligible for school-wide student government and class offices, clubs, may hold office in a club, participation in the Junior prom, participation in the senior ball, cheerleaders, athletics, sterling scholars, and walk at graduation.
2. Part-time students are eligible to participate in student activities and as spectators at school functions. Part-time students are ineligible for participation in activities sponsored by the Utah High Schools Activities Association.