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# Attendance Policy

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## Park Valley School



### Box Elder School District School Attendance Procedures

*The intent of this policy is to encourage consistent attendance, which in turn, affects academic success. It follows school board policy as well as the existing Utah State Code 53A-11-101 (Compulsory Education).*

#### **Absences are identified as Valid or Not Valid**

- Valid excuse - an illness (medical and dental appointments), a death in the family, an approved school activity, an absence associated with 504 or IEP plans, or a pre-arranged absence with 24 hour notice given to your child's teacher(s) through written documentation such as: email, handwritten note, or text message with the reason of absence stated. Example: Jane will not be attending school on 10/13/17 because she will be going to her orthodontist appointment. If you need further assistance, contact your child's teacher.
- Not valid excuse - Any reason (other than valid reasons) a student does not attend a class period (secondary) or a complete school day (elementary).

#### **Tardies and Check-ins**

- **Tardy:** A student is marked tardy if they arrive **up to** 10 minutes after the tardy bell rings, or are late to school without a valid excuse. After 10 minutes, the student will be marked absent.
- **Check-ins:** Students arriving late to school with a valid excuse.

#### **Excessive Tardies**

- When a student is marked tardy 6 times in a class, they will be given an administrative U and will not be able to attend special school activities.
- Students will be given administrative U's for each additional 6 tardies in a class.

#### **Excessive Absences**

An administrator will identify students who are missing school without a valid excuse, and work with these students and families to improve attendance. We will use the following protocol to improve attendance: Every 5 absences (of any kind) you will be notified by the school via email, text, letter or phone call.

- 5 Absences (Non valid absence)  
Administration will send an email (or letter) to notify parents of student absences.
- 10 Absences (Non valid absence)  
Administration will schedule a meeting with parent/guardian, and student to develop an Attendance contract.
  - An administrator will issue a U and refer the student to citizenship class if attendance does not improve

**Reminder that our 4- day school week is contingent on improving our student attendance. Please have your child attend school/ classes as much as possible.**

I understand and agree to the Park Valley School Attendance Policy.

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Parent/Guardian Signature:

Date:

Revised 1/4/18

