

## **Box Elder School District School Attendance Procedures**

In an attempt to improve student performance and achievement, as well make the educational experience enjoyable and helpful, the teachers, administrators, and school board will be implementing several important changes regarding attendance during the 2016-17 school year. These changes will unify practices between schools and help students and families make the most of their time in school. These changes also bring our school practices in line with existing Utah State Code 53A-11-101 (Compulsory Education).

### **Absences (Valid/Not Valid)**

Box Elder School District will now be using the terms Valid and not Valid rather than excused and not excused.

- Valid excuse - an illness (medical and dental appointments), a death in the family, an approved school activity, absences associated with 504 or IEP plans, and pre-arranged absences.
- 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**

Box Elder School District will now define tardies and check-ins differently than before.

- Elementary Schools
  - Tardies: Students arriving up to 15 minutes after the bell rings will be sent directly to class and marked tardy by the teacher.
  - Check-ins: Students arriving more than 16 minutes after the bell will be checked-in at the office and proceed to class with a call slip.
- Secondary Schools
  - Tardies: Students arriving to an individual class period up to 10 minutes after the tardy bell rings, or arriving late to school without a valid excuse.
  - Check-ins: Students arriving to school late with a valid excuse.

### **Excessive Absences**

Box Elder School District will identify students who are missing school without a valid excuse, and work with these students and families to improve attendance. Schools will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)

Schools will send a standard district letter regarding student absences. Schools may make additional phone calls or meetings with parents and students.

- 10 Absences (no valid excuse)

Schools will send a standard district letter regarding student absences.  
Schools will schedule a meeting with an administrator, parent/guardian, and students.  
Schools will develop an attendance contract with students and/or parent/guardian.

- 10+ Absences (with or without valid excuse)

Schools will send a standard district letter regarding student absences.  
Schools may schedule a meeting with an administrator, parent/pardian, and students.

### **Breach of Contract/Failure to Meet with School Administrators**

In the event that an attendance contract is breached, or parent/guardians and student fail to attend a scheduled meeting with School Administrators; a court referral may be made, as well as a referral to the Division of Family and Child Services for educational neglect. It is never the intention of teachers, administrators, or school board of Box Elder School District to bring legal action against any family; it is our wish to work with ALL families and students.

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- fAs per State Rule, students who miss ten (10) consecutive days of school are withdrawn from school.
- **In the event that a student is withdrawn from school due to attendance problems, the parent/guardian will need to contact the school to discuss options for re-enrollment. Students will be placed on the bottom of the school's enrollment waiting list and re-enrolled at the first available opening.**
- **\*Truancy (sluffing) is defined as being absent from school or class without the prior knowledge of parents/guardians and approval of the school based on acceptable reasons. Truancy, as required by law, will result in parent notification and referral to Juvenile Court and/or other agencies if necessary.**