



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: J - Students
POLICY TITLE: Secondary Attendance
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TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
 2. DEFINITIONS
 3. PROCEDURES FOR EXCUSING AN ABSENCE
 4. VIOLATION OF POLICY
 5. ATTENDANCE AND ACADEMIC GRADES
 6. ATTENDANCE AND ACTIVITY ELIGIBILITY
 7. CHECKING OUT OF SCHOOL
 8. SCHOOL AND PARENT RESPONSIBILITIES
 9. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES
 10. DETENTION
 11. DUE PROCESS
-

1. PURPOSE AND PHILOSOPHY

School attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunities, a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the secondary student to achieve punctual, daily attendance as set forth in the Utah compulsory education requirements, Utah Code Ann. §53A-11-101, et seq. A parent may contact the school to obtain current attendance information regarding his/her student. A summary of this policy is available at the local school and is mailed out at the beginning of each school year to all patrons in the Parent Information Guide. A parent may monitor their student's attendance by accessing the Student Information System (SIS) through the District's website at www.nebo.edu. Students are required to attend each class, on time, every school day, unless properly excused. Repeated truancy, on or off campus, may result in a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, alternative placement, Board release, or other interventions.

2. DEFINITIONS

- 2.1 **"Approved school activity"** means an activity sponsored by the school and approved by the school's administration. A student may attend an approved school activity as a member of a team, class, club, or group. "Approved school activities" are excused absences, however, students are responsible to complete any missed school work.
- 2.2 **"Absence"** or **"absent"** means failure of a student assigned to a class or class period to attend the entire class or class period.
- 2.3 **"Excused absence"** means a student is absent from school for any of the following reasons:

- 2.3.1 an illness;
 - 2.3.2 the death of a family member or close friend;
 - 2.3.3 an approved school activity;
 - 2.3.4 a medical, dental, or orthodontic appointment;
 - 2.3.5 a family emergency;
 - 2.3.6 a family activity; OR
 - 2.3.7 an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.
- 2.4 **“Truant” or “truancy” or “truancies” or “unexcused absence”** means being absent from school for reasons other than those specifically authorized under this policy, or an absence in which the school is either not notified or not notified in a timely manner as to the reason for the absence.
- 2.5 **“Good attendance”** occurs when a habitually truant student attends school for forty-five (45) consecutive school days without an unexcused absence or tardy.
- 2.6 **“Tardy”** is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over ten (10) minutes late but less than twenty (20) minutes late, the tardy will be considered a “late tardy.” If a student is more than twenty (20) minutes late to class, the tardy will be considered an “absence” for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked tardy and not absent. Each school, with the input and assistance of its School Community Council, may develop additional policies and procedures for dealing with tardiness as per Section 9 of this policy.
- 2.7 **“Habitual truant” or “habitually truant”** is when a student who is at least twelve (12) years of age or older:
- 2.7.1 is truant at least ten (10) times in a particular class period or a total of forty (40) truancies in all class periods during the current school year; OR
 - 2.7.2 fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems as set forth in Utah Code Ann., §53A-11-103.
- 2.8 **“Parent”** means the natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.
- 2.9 **“Concern Letter”** is a letter mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter informs the parent of their student’s attendance problems, requests help in solving the attendance problems, and informs the parent of possible school action if the truancies continue.
- 2.10 **“Notice of Truancy”** is a written notice mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The “Notice of Truancy” shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4).

2.11 “Habitual Truant Citation” means a citation issued by the District’s Attendance Officer (Truancy Specialist) or school administrator to a habitually truant student referring the student to Juvenile Court. A “Habitual Truant Citation” is issued when:

2.11.1 the student has been truant an additional five (5) times in a particular class period or a total of twenty (20) additional trancies in all class periods during the current school year after the Notice of Truancy has been issued;

2.11.2 the school has made reasonable efforts described in Utah Code Ann., §53A-11-103 to resolve the student’s attendance problems; AND

2.11.3 the efforts to resolve the student’s attendance problems have not been successful.

2.12 “Nebo Attendance Court” is a court program operated by Nebo School District which may be offered as an option or alternative by the Juvenile Court, the Utah County Attorney’s Office, or by the District to a habitual truant student who has been issued a Habitual Truant Citation.

3. PROCEDURES FOR EXCUSING AN ABSENCE

3.1 Parents must contact the school and provide the appropriate reason for the absence. Failure to provide a reason for the absence will cause the absence to be documented as unexcused. Notification may be by telephone or by signed note. **All validly excused absences may be excused if the school is notified within two (2) school days following the absence (see Section 2.4).** The two (2) school day time limit, however, does not extend beyond the end of the term. All absences must be excused by the last day of each term. Parents wishing to excuse absences after the two (2) school day limit or beyond the last day of the term must follow the due process procedures outlined in Section 11 of this policy.

3.2 Students having excessive excused absences exceeding all or part of five (5) school days due to a stated illness may be required to provide a doctor’s note specifically addressing the dates the student was absent from school.

3.3 School administrators shall evaluate requests to pre-approve extended absences. Extended absences may be excused so long as the absences do not negatively impact the academic progress of the student. The decision to mark an absence “excused” is within the discretion of the school administration.

3.4 School administrators have authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

4. VIOLATION OF POLICY

Violation of this policy or a violation of a local school attendance and/or tardy policy or procedure may bring about consequences, including, but not limited to, a Concern Letter, a Notice of Truancy, a Habitual Truancy Citation, fines, detention, suspension, expulsion, Nebo Attendance Court, Juvenile Court referral, alternative placement, Board release, or other interventions.

5. ATTENDANCE AND ACADEMIC GRADES

Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, a teacher must obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student’s grade. The specific percentage of the grade

attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

6. ATTENDANCE AND ACTIVITY ELIGIBILITY

Students become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy. Eligibility may be restored through completing an approved detention program.

7. CHECKING OUT OF SCHOOL

Any student who leaves school during the school day is required to check-out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must contact his/her parent at that time in order to document the reason for the absence. If the student does not check-out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the check-out at the time, pending parental confirmation by telephone or note. When a student checks-out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check-in at the attendance office. Junior High Schools are considered to be closed campuses. Junior High students may not leave the campus during the school day without approval of a school administrator. Those students who need to leave regularly (such as going home for lunch) may obtain an on-going pass from the school administrator.

8. SCHOOL AND PARENT RESPONSIBILITIES

8.1 School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

- 8.1.1** Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures. Said policies, or a summary thereof, may be included in the school's student handbook.
- 8.1.2** School personnel and teachers will monitor and record the daily attendance of students.
- 8.1.3** Teachers shall update attendance records on SIS on a daily basis.
- 8.1.4** A representative of the school will make daily phone notice of absences via a computerized or a personal calling system. Parents are expected to keep a current phone number on file at the school.
- 8.1.5** A Concern Letter shall be mailed to the parent of a student who has five (5) truanancies in a particular class period or a total of twenty (20) truanancies in all class periods during the current school year. The letter is to inform the parent of their student's attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truanancies continue.
- 8.1.6** A Notice of Truancy shall be mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truanancies in a particular class period or a total of forty (40) truanancies in all class periods during the current school year. The Notice of Truancy shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.7(4), including: (a) directing the parent meet with school authorities to discuss the student's truanancies; and (b) requesting the parent to cooperate with the school in securing regular attendance by the student. Parents who fail to respond to a school's request for assistance and support in resolving attendance concerns may be referred to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of

Truancy in accordance with the due process procedures set forth in Section 11 of the policy.

8.1.7 School officials will meet with parents and students, as appropriate, following the issuance of a Notice of Truancy. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

8.1.7.1 providing appropriate counseling services to the student;

8.1.7.2 making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;

8.1.7.3 considering alternatives proposed by the parent;

8.1.7.4 enlisting the assistance of community and law enforcement agencies, as appropriate and reasonably feasible; AND

8.1.7.5 providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.

Habitually truant students will also be charged a fine in the amount of thirty dollars (\$30.00) and be required to attend and complete a truancy prevention class.

8.1.8 The Habitual Truancy Citation shall be issued by the District's Attendance Officer (Truancy Specialist) or school administrator to a habitually truant student who is twelve (12) years of age or older referring the student to Juvenile Court. A Habitual Truant Citation is issued when:

8.1.8.1 the student has been truant for an additional five (5) times in a particular class period or for a total of twenty (20) additional trancies in all class periods during the current school year after the Notice of Truancy has been issued;

8.1.8.2 the school has made reasonable efforts under in Utah Code Ann., §53A-11-103 to resolve the student's attendance problems; AND

8.1.8.3 the efforts to resolve the student's attendance problems have not been successful.

8.1.9 A student who is issued a Habitual Truancy Citation and referred to Juvenile Court may, upon referral by the Juvenile Court, the Utah County Attorney's Office, or the District, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that students will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. Habitually truant students who participate in the Nebo Attendance Court program shall be required to pay a fine in the amount of fifty dollars (\$50.00), which may be refunded by successful completion of all Nebo Attendance Court directives and good attendance. Particularly, the Nebo Attendance Court will refund one-half (1/2) the fine when the student has attended forty-five (45) consecutive school days without an unexcused absence or tardy, and the Nebo Attendance Court will refund the remaining balance of the fine when the student attends another forty-five (45) consecutive school days without an unexcused absence or tardy. It is the responsibility of the parent or student to provide verification of good attendance to the Nebo Attendance Court.

8.1.10 In the event the school administrator determines that the parent's behavior is primarily causing the secondary student's attendance problems, and the student is younger than fourteen (14) years of age, the school administrator may, as an

alternative to following the truancy procedures in this policy, pursue the procedures for a compulsory education violation as prescribed by Utah law and as set forth in Nebo School District Policy #JDI, Elementary Attendance.

8.2 Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:

8.2.1 Parents must ensure that their student attends school as required by Utah law.

8.2.2 Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. It is recommended that a student, who knows that he/she is going to be absent for two (2) or more days, contact teachers before leaving regarding academic assignments that need to be completed.

8.2.3 Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems.

8.2.4 Parents are also encouraged to monitor their own student's attendance by accessing the SIS through the District's website. Each school will provide SIS access information and instructions to the parents.

9. LOCAL SCHOOL ATTENDANCE AND TARDY POLICIES AND PROCEDURES

Each school may establish rewards and consequences related to attendance and tardiness. Reward programs must be planned so as to accommodate all students who qualify. Local school attendance and tardy policies and procedures must be approved in writing by the School Community Council and approved in writing by the Director of Secondary Education. School attendance and tardy policies and procedures must be consistent with, and shall not violate, Utah law, Utah State Board of Education rules and regulations, and Nebo School District policies. Written information concerning approved school attendance and tardy policies and procedures shall be provided annually to the students and parents by the school administration.

10. DETENTION

As part of a local school's attendance and tardy policies and procedures, as described in Section 9 of this policy, schools may implement a detention program. A detention program is a supervised study hall. Students must provide their own study materials. Detention sessions may be held on Saturday mornings or before or after school. Each hour of attendance at detention will make-up one (1) unexcused absence in a class period or three (3) tardies. A detention program may be used: (a) in conjunction with a rewards program; (b) to restore activity participation eligibility (see Section 6 of this policy); and/or (c) to eliminate the negative impact of an absence or tardy upon the academic grade (see Section 5 of this policy). Unexcused absences or tardies must be made-up in a detention program before the end of the term in which they are incurred.

11. DUE PROCESS

A parent may, within ten (10) calendar days of the date of notice of such action, appeal a contested unexcused absence or a Notice of Truancy. If the tenth (10th) calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

11.1 Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

- 11.2** In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.
- 11.3** In the event the matter is not resolved with the school multi-disciplinary team, the parent may request the matter to be reviewed by the School Community Council. The School Community Council will be provided information concerning the issue but will not be given any information to personally identify the student. The School Community Council will act as an advisory group and offer an opinion to the school administrator. The school administrator will take into consideration the School Community Council's opinion and will render a decision on the matter.
- 11.4** In the event the matter is not resolved with the School Community Council and school administrator, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.

For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in Nebo School District Policy #JD, Student Conduct and Discipline.

EXHIBITS

Secondary Attendance Flowchart

REFERENCES

Utah Code Ann., §53A-11-101, et seq.
Individuals with Disabilities Education Act (IDEA)
Section 504 of the Rehabilitation Act of 1973
Nebo School District Policy #JDI, Elementary Attendance
Nebo School District Policy #JD, Student Conduct and Discipline

FORMS

None



**NEBO SCHOOL DISTRICT
Secondary Attendance Flowchart
7-12 Grade Students**

Secondary Student
5 unexcused absences in a particular class period or
20 unexcused absences in all class periods

Parent
"LETTER OF CONCERN"

Secondary Student
10 unexcused absences in a particular class period or
40 unexcused absences in all class periods

Students 12 years of age or older Students younger than 14 years of age

Secondary Student
"NOTICE OF TRUANCY"

A **student** who:

- has unexcused absences during class periods; or
- fails to cooperate with school authorities.

Applies to a student 12 years of age or older (Students 12-17 years).

Parent
"NOTICE OF COMPULSORY EDUCATION VIOLATION"

A **parent** who:

- fails to meet with school authorities;
- fails to prevent student from accumulating unexcused absences; or
- fails to enroll student in school.

Applies to a student younger than 14 years of age (Students 6-13 years).

Secondary Student
Additional 5 unexcused absences in a particular class period or
an additional 20 unexcused absences in all class periods

Secondary Student
"HABITUAL TRUANT CITATION"

Parent
"COMPULSORY EDUCATION VIOLATION"

District Administration
Determination

Secondary Student or Parent
Utah County Attorney's Office
or
Juvenile Court

Secondary Student or Parent
Nebo Attendance Court

Utah County Attorney's Office or Juvenile Court has option to refer to Nebo Attendance Court

If Nebo Attendance Court is unsuccessful, the matter will be referred to Utah County Attorney's Office or Juvenile Court