



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: J - Students
POLICY TITLE: Elementary Attendance
FILE No.: JDI
DATED: July 9, 2008

TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
 2. DEFINITIONS
 3. PROCEDURES FOR EXCUSING AN ABSENCE
 4. VIOLATION OF POLICY
 5. ATTENDANCE AND ACADEMIC PERFORMANCE
 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. 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 parent of an elementary student to encourage 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 class, on time, every school day, unless properly excused. Repeated truancy, on or off campus, may result in a Concern Letter, a Notice of Compulsory Education Violation, a Compulsory Education Violation, suspension, Nebo Attendance Court, Juvenile Court referral, alternative placement, 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 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 to attend class for the entire school day or the student is more than sixty (60) minutes late to class without a valid excuse.

- 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 “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 is more than sixty (60) minutes late to class, the tardy may be considered an “absence” for that day. It is the responsibility of the parent of any student who is tardy to verify with the school that the student 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.
- 2.6 “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.
- 2.7 “Concern Letter”** is a letter mailed to the parent of a student who has five (5) trancies 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 trancies continue.
- 2.8 “Notice of Compulsory Education Violation”** is a written notice served upon a parent, via personal service or certified mail, whose elementary student is at least six (6) years of age but younger than fourteen (14) years of age and who has ten (10) trancies during the current school year. The “Notice of Compulsory Education Violation” shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.5(4).
- 2.9 “Compulsory Education Violation”** occurs when a parent of an elementary student who is at least six (6) years of age but younger than fourteen (14) years of age:
- 2.9.1** intentionally or recklessly failed to meet with designated school authorities to discuss the student’s attendance problems as directed by the Notice of Compulsory Education Violation;

2.9.2 failed to prevent the student from being truant for an additional five (5) or more times during the current school year after being served with a Notice of Compulsory Education Violation; OR

2.9.3 intentionally or recklessly failed to enroll the student in school, unless the student is exempt from enrollment under Utah Code Ann., §53A-11-102 or §53A-11-102.5.

2.10 “**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 or the Utah County Attorney’s Office to a parent who has been referred to appropriate legal authorities for a Compulsory Education Violation.

3. PROCEDURES FOR EXCUSING AN ABSENCE

3.1 Parents must contact the school and provide the reason for the absence. Notification may be by telephone or by signed note. It is preferable that parents contact the school prior to the absence. Parents should excuse absences within two (2) school days following an absence. When a parent knows that their student is going to be absent for two (2) or more consecutive days, the parent should contact teachers regarding the student’s assignments before the absence occurs.

3.2 Students having excessive excused absences exceeding all or part of five (5) 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 principals 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 principal.

3.4 The school principal has authority to grant exceptions to the above 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 Compulsory Education Violation, a Compulsory Education Violation, suspension, Nebo Attendance Court, Juvenile Court referral, alternative placement, or other interventions.

5. ATTENDANCE AND ACADEMIC PERFORMANCE

Academic performance evaluation may be impacted by attendance in participation-based classes. Certain academic-based classes may also be structured and taught in such a manner so that the academic performance may be impacted by attendance. Before academic performance 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 evaluating the student’s academic performance. The specific percentage of the academic evaluation attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student’s evaluation as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

6. ATTENDANCE AND ACTIVITY ELIGIBILITY

Students may become ineligible to participate in school activities on the day following the issuance of a Notice of Compulsory Education Violation. Eligibility may be restored through administrative intervention, upon request of the parent.

7. CHECKING OUT OF SCHOOL

In order to ensure the safety of children enrolled in Nebo School District schools, students will not be released to any person without verified authorization (verbal or written) from the custodial parent. Each school will maintain a check-out log indicating the date, time, reason, and the name of the person to whom the student is released. It is the responsibility of the parent to provide the school with copies of any legal documents restricting access to their student(s).

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 A representative of the school will make daily phone notice of absences via a computerized or a personal calling system. Parents are responsible to have a current phone number on file at the school.

8.1.4 A Concern Letter shall be mailed to the parent of a student who has five (5) truanancies 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.

8.1.5 A Notice of Compulsory Education Violation may be served upon a parent, via personal service or certified mail, whose elementary student is at least six (6) years of age but younger than fourteen (14) years of age and who has ten (10) truanancies during the current school year. The Notice of Compulsory Education Violation shall contain the notifications and provisions as required by Utah Code Ann., §53A-11-101.5(4), including:

8.1.5.1 directing the parent to meet with school authorities to discuss the student's truanancies;

8.1.5.2 requesting the parent to cooperate with the school in securing regular attendance by the student;

8.1.5.3 designating the school authorities with whom the parent is required to meet; AND

8.1.5.4 informing the parent that it is a class B misdemeanor for the parent to intentionally or recklessly: (a) fail to meet with the designated school authorities to discuss the student's attendance problems; or (b) fail to prevent the student from being absent without a valid excuse five (5) or more times during the remainder of the current school year.

Parents who fail to respond to a school's request for assistance and support in resolving attendance concerns may be referred for a Compulsory Education Violation to the appropriate legal authorities in accordance with Utah law. Parents may contest the Notice of Compulsory Education Violation in accordance with due process procedures set forth in Section 10 of this policy.

- 8.1.6** School officials will meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:
 - 8.1.6.1** providing appropriate counseling services to the student;
 - 8.1.6.2** making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;
 - 8.1.6.3** considering alternatives proposed by the parent;
 - 8.1.6.4** enlisting the assistance of community and law enforcement agencies, as appropriate and reasonably feasible; AND
 - 8.1.6.5** providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.
- 8.1.7** A parent who is referred to appropriate legal authorities for a Compulsory Education Violation may, upon referral by the Juvenile Court or the Utah County Attorney's Office, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that parents will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court.
- 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. When a parent knows that their student is going to be absent for two (2) or more consecutive days, the parent should contact teachers regarding the student's assignments before the absence occurs.
 - 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 Elementary 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. 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 Compulsory Education Violation. 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:

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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 Elementary Education. The decision of the Director of Elementary 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

Elementary 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 #JDH, Secondary Attendance
Nebo School District Policy #JD, Student Conduct and Discipline

FORMS

None



NEBO SCHOOL DISTRICT
Elementary Attendance Flowchart
K-6 Grade Students

Elementary Student
5 unexcused absences

Parent
"LETTER OF CONCERN"

Elementary Student
10 unexcused absences

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).

Elementary Student
Additional 5 unexcused absences

Parent
"COMPULSORY EDUCATION VIOLATION"

Parent
Utah County Attorney's Office
or
Juvenile Court

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

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

Parent
Nebo Attendance Court