

<b>DESCRIPTOR TERM:</b> <b>Instructional Program</b>	<b>Millard District Policy</b> <b>File Code: 6010</b> <b>2<sup>nd</sup> Reading: 07-08-21</b>
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## **STUDENT ATTENDANCE**

### **A. Purpose**

The Laws of the State of Utah require students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school (See Utah Code, Section 53G-6-202).

The Utah State Board of Education views on-time attendance as a critical element for student achievement success. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Parents, students, and school personnel should make decisions that lead to excellent classroom attendance.

Teachers should employ strategies that encourage on-time attendance through recognition, rewards, and grades.

### **B. Definitions**

1. **Excessive Absenteeism:** “Excessive absenteeism” is being absent from school, or any individual class thereof, more than five times in a seven period day, or three times in a four or five period day, in any school term. This does not include excused school absences and school sponsored activities.
2. **Excused Absence:** An “excused absence” is an absence that has been excused by the school administration. A student may be excused from school for a reasonable period of time for a death, severe illness, injury in the immediate family, or approved school activity. An absence may also be permitted by a student’s Individualized Education Plan or 504 accommodation plan.
3. **Preapproved Extended Absence:** A long term absence (three days or longer) may be approved by the school administration if it is determined the extended absence will not adversely impact the student’s education. In order for them to be excused, parent(s) must contact the school administration before the absence and complete the associated paperwork to gain administrative approval.
4. **Habitual Truant:** A “habitual truant” is a school-age minor who is truant at least ten times during one school year and who fails to cooperate with efforts on the part of the school authorities to resolve the minor’s attendance problem.

5. **Parent:** “Parent” shall mean the child’s parent(s), guardian, or an individual acting for or on behalf of the child under a power of attorney or other similar legal document.
6. **Truancy Citation:** A “truancy citation” is an administrative notice to a truant minor issued following an appearance before the principal or other designated school truancy control officer.
7. **Truant minor:** A “truant minor” is a school-age minor who is subject to the state’s compulsory education law and who is absent from school without a legitimate or valid excuse. Students leaving the class or building or missing class without prior approval will be deemed truant.

### C. Policy

1. **Residency:** Only students who are residents within the Millard School District or are board approved non-residents and have been appropriately registered may attend classes in the Millard School District.
2. **Parent Excused Absences:** Opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Parents, students, and school personnel should make decisions that lead to excellent classroom attendance. It is our desire to have every student in every class each day. In extreme circumstances a parent may excuse up to five absences **in a seven period day, or three absences in a four or five period day** in a term before truancy citations are issued to the student. This should be only in extreme circumstances and should not be considered an acceptable or encouraged practice. Whenever possible students need to be in school.
3. **Excused Absences:** The individual school administration may excuse a student from school for a reason identified by the school or district as reasonable such as: illness, medical appointments, family emergencies, death of a family member or close friend, or family activity or travel, consistent with district/school policy. ~~Students who are ill for more than five consecutive days and have medical documentation may be eligible for the homebound program.~~
4. **Preapproval of Extended Absences:**
  - a. Circumstances may arise when parent(s) request that their child be excused from school for purposes other than illness, medical appointments, family emergencies, or death of a family member or close friend. In such circumstances, parent(s) must prearrange for their child’s absence. To

prearrange an absence, parent(s) must contact the school administration, complete the necessary form, and be prepared to discuss the reason(s) why the event or activity would justify the absence. If the administration grants the student's absence, the student is then responsible to gather, ahead of time, all homework or other assignments that he/she will be missing. The student is then responsible to turn in all assignments and make up all exams within the prearranged time frame.

- b. If the administration determines that the parent(s) requested absence for their child is not justified or legitimate and the parent(s) nevertheless takes the child out of school, such absence will be counted as an unexcused absence and a truancy citation may be issued.
  - c. If a student is absent by reason of the parent(s) and student's failure to prearrange the student's absence, such absence will be counted as an unexcused absence and a truancy citation may be issued.
  - d. In extenuating circumstances, the parent(s) may notify the school up to three days after the absence. The school administration will determine whether such extenuating circumstances are sufficient to justify the absence as an excused absence.
5. **School Sponsored Activities:** Students who participate in school sponsored activities are considered to be present when calculating attendance. However, they are expected to complete all missed assignments and testing as arranged with individual teachers.
6. **Excessive Absences:** Excessive absences will be subject to any or all of the following sanctions or disciplinary activities:
- a. Meeting between school officials and parent(s)
  - b. Interventions such as schedule changes
  - c. In-school Suspension
  - d. Dismissal from school
7. **Tardiness:** Tardiness is disruptive to the education process. Appropriate, consistent sanctions shall be developed by individual schools and approved by district administration.
8. **Truant students 12 years of age or above:**
- a. A student who is truant one or more times in any individual day ~~will be issued a truancy citation and~~ must meet with school officials.

## b. Administrative Penalties

- i. ~~Administrative Fee:~~ A student who is issued a truancy citation shall be assessed a fee of \$25.00 (twenty-five dollars).
  - 1. ~~All fees must be paid within two weeks of the end of the term in which the truancy occurred.~~
  - 2. ~~If a student is unable to pay the administrative fee imposed under this section, the principal or other truancy control officer will discuss other options available to the student in lieu of paying the administrative fee.~~
  - 3. ~~Truancy fees are not subject to fee waiver.~~
- ii. ~~Failure to Comply with Administrative Penalties:~~ In the event that a student fails to pay the administrative fee or successfully complete any penalty imposed in lieu of such administrative fee, the school administration may impose any or all of the following:
  - 1. ~~Prohibit participation in extracurricular activities.~~
  - 2. ~~Prohibit attendance at extracurricular activities.~~
  - 3. ~~Prohibit participation in the graduation ceremony.~~

9. **Procedures to Notify Parent for a student in grades 1-6:** When a student becomes truant, the individual school's administration will notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures for a school age minor who is in grades 1-6:

- a. A school administrator shall issue a Notice of Compulsory Education Violation to a parent of a school-age child, if the school-age child is absent without a valid excuse at least five times during the school year. Valid parent excused absences, up to five each quarter, will not be counted in this number.

- b. The Notice of Compulsory Education Violation shall:
1. Direct the parent(s) of the school-age child to meet with school authorities to discuss the child's school attendance problem.
  2. Direct the parent(s) to cooperate with the school district in securing regular attendance by the school-age child.
  3. Designate the school authorities with **whom** the parent(s) are to meet.
  4. State that it is a Class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with the designated school authorities, or fail to prevent the school-age child from being absent without a valid excuse five or more times for the remainder of the school year.
  5. Be served on the school-age child's parent(s) by personal service or certified mail.
- c. School authorities shall report violations of this section to the county attorney.
10. **Procedures to Notify Parent for a student 12 years of age or older in grades 7-12:** When a student becomes truant, the individual school's administration will notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures for a school age minor in grades 7-12 who is at least 12 years of age:
- a. **First, Second, Third, Fourth Truancy:** Issue truancy citation ~~and assess administrative fee to the student and~~ notify parent.
  - b. **Fifth Truancy:** Issue truancy citation ~~and assess administrative fee to student.~~ Issue the Notice of Truancy to the student and to the parent. Notice shall direct the student and parent to meet with school authorities to discuss the trancies; and cooperate with the school district in securing regular attendance by the student.
  - c. **Sixth, Seventh, Eighth, Ninth Truancy:** Issue truancy citation ~~and assess administrative fee to the student and~~ notify parent. Follow through on any plans or sanctions determined in meeting after Notice of Truancy.

- d. **Tenth Truancy:** ~~Issue truancy citation and assess administrative fee to student.~~ Issue Habitually Truant Citation to the student.
- e. **Additional Truancies:** Issue truant citation to the student and notify parents.

**D. Appeals Procedure**

1. Any student who has received a truancy citation or an unexcused absence has the right to appeal the truancy citation or unexcused absence to a Performance Review Committee appointed by the principal of the student's school. Such appeal must be filed with the principal, in writing, signed by both the parent and student, within 10 days of receiving the truancy citation or unexcused absence.
2. The Performance Review Committee shall consist of one administrator, one counselor, and one teacher.
3. At the hearing before the Review Committee the student may be represented by a person of his/her choice and shall be entitled to produce witnesses, ask questions, and present any relevant evidence on his/her behalf.
4. The Performance Review Committee should render its decision after the hearing or may take the matter under advisement. The Performance Review Committee's decision will be reduced to writing and issued to the parent/student within 5 days of the hearing. The Performance Review Committee's decision shall be final.

- E. Release from Compulsory Education:** The board of education, after following the outlined due process and acting within state and legal guidelines, may release a student from school for unresolved excessive absences and truancies.

## Millard School District Pre-Arranged Absence Form

Students may be excused from school beyond the two parent excused absences per term, if an activity can be shown to have some educational value. Absences must be arranged in advance with school administration and not after the activity has taken place.

Before the absences will be changed from parent excused to school excused, students must submit an explanation of why the activity was educationally beneficial, and they must show proof that they have completed all classroom assignments which were missed during the activity.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Absences: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Period	Class	Current Grade	Missed Assignments	Teacher Approval	Date Assignments Completed	Teacher Signature

*For each week of school missed, students will have one week in which to complete missed work.*





**MILLARD SCHOOL DISTRICT TRUANCY CITATION**

STUDENT NAME:	GRADE:	SCHOOL:	Class Hour(s) Missed:
			Date Missed

**PARENT OR GUARDIAN NOTIFICATION**

The following Report is to notify the parent or guardian that the above student is charged with an infraction of the attendance policy.  
 Please feel free to request additional information as to the incident or the corrective action taken or feel free to contact us at your earliest convenience.

**PROCEDURES**

- 1st Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 2nd Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 3rd Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 4th Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 5th Truancy - Issue citation - Notify parent(s) (\$25-fee) Issue Notice of Truancy
- 6th Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 7th Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 8th Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 9th Truancy - Issue citation - Notify parent(s) (\$25-fee)
- 10th Truancy - Issue citation - Notify parent(s) (\$25-fee) Issue Habitually Truant Citation

**ADMINISTRATIVE ACTION**

- Parent(s) Notified by Phone
- Parent(s) Notified by Letter
- Parent(s) Notified Personally
- Parent(s) Notified by E-Mail
- Parent(s) Notified by Certified Letter
- Other \_\_\_\_\_  
\_\_\_\_\_

DATE FEE IS DUE \_\_\_\_\_

Comment(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WHITE - PARENT'S COPY    PINK - SCHOOL'S COPY    YELLOW - STUDENT'S COPY

**State law requires that students between the ages of 6 and 18 be enrolled and attend school. Furthermore, state law (53A.11.101) requires that parents of a school-age minor meet with school officials to discuss problems.**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 ADMINISTRATIVE SIGNATURE      DATE      STUDENT SIGNATURE      DATE

**OFFICE USE ONLY**

Posted to student's account  
 Date \_\_\_\_\_      Initials \_\_\_\_\_

<p style="text-align: center;"><u>PAYMENT</u></p> <p>Date _____</p> <p>Receipt# _____</p>	<p style="text-align: center;"><u>ATTENDANCE</u></p> <p><input type="checkbox"/> Posted</p> <p>Date _____</p>
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NOTES / ADDITIONAL COMMENTS:

MILLARD SCHOOL DISTRICT NOTICE OF TRUANCY			
STUDENT NAME:	GRADE:	SCHOOL:	Class Hour(s) Missed:
			Date Missed
<b>PARENT OR GUARDIAN NOTIFICATION</b>			
Notice of Truancy is to alert the parent or guardian that the above student has been charged with his/her 5th infraction of the attendance policy. This notice requires a meeting of the student and a parent/guardian to discuss the truancies and help secure regular attendance. Utah State Code 53A-11-101.7 requires students and parents to meet with school officials after the 5th truancy to secure regular attendance by the school-age minor.			
<b>PROCEDURES</b>		<b>DATE</b>	
1st Truancy - Issue citation - Notify parent(s) (\$25-fee)		_____	
2nd Truancy - Issue citation - Notify parent(s) (\$25-fee)		_____	
3rd Truancy - Issue citation - Notify parent(s) (\$25-fee)		_____	
4th Truancy - Issue citation - Notify parent(s) (\$25-fee)		_____	
5th Truancy - Issue citation - Notify parent(s) (\$25-fee) Issue Notice of Truancy		_____	
Receipt of this notice requires the student and parent to schedule a meeting with _____, the designated school official, on or before _____, 20____. This meeting will be for the purposes of discussing the truancy issue and cooperating to secure the regular attendance of the student. Please contact _____ at _____ to schedule this meeting.			
Comment(s)			
_____			
_____			
_____			
_____			
_____			
_____			

WHITE - PARENT'S COPY    PINK - SCHOOL'S COPY    YELLOW - STUDENT'S COPY

***State law requires that students between the ages of 6 and 18 be enrolled and attend school. Furthermore, state law (53A.11.101) requires that parents of a school-age minor meet with school officials to discuss problems.***

\_\_\_\_\_                                      \_\_\_\_\_                                      \_\_\_\_\_                                      \_\_\_\_\_  
ADMINISTRATIVE SIGNATURE                      DATE                                      STUDENT SIGNATURE                                      DATE

NOTES / ADDITIONAL COMMENTS:

<b>MILLARD SCHOOL DISTRICT HABITUALLY TRUANT CITATION</b>			
STUDENT NAME:	GRADE:	SCHOOL:	Class Hour(s) Missed:  Date Missed
<b>PARENT OR GUARDIAN NOTIFICATION</b>			
Habitually Truant Citation is to alert the parent or guardian that the above student has been charged with his/her 10th infraction of the attendance policy.			
<b>PROCEDURES</b>			<b>DATE</b>
1st Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
2nd Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
3rd Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
4th Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
<b>5th Truancy - Issue citation - Notify parent(s) -<del>(\$25 fee)</del> Issue Notice of Truancy</b>			
6th Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
7th Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
8th Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
9th Truancy - Issue citation - Notify parent(s) - <del>(\$25 fee)</del>			
<b>10th Truancy - Issue citation - Notify parent(s) -<del>(\$25 fee)</del> Issue Habitually Truant Citation</b>			
<b>Issue Habitually Truant Citation</b>			
This notice has been prepared and is sent under the direction of _____, a designated representative of the Millard School District. You may contact this person with questions at the following phone number: _____.			
Comment(s): _____			

WHITE - PARENT'S COPY    PINK - SCHOOL'S COPY    YELLOW - STUDENT'S COPY

**State law requires that students between the ages of 6 and 18 be enrolled and attend school. Furthermore, state law (53A.11.101) requires that parents of a school-age minor meet with school officials to discuss problems.**

ADMINISTRATIVE SIGNATURE	DATE	STUDENT SIGNATURE	DATE
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NOTES / ADDITIONAL COMMENTS:

<b>MILLARD SCHOOL DISTRICT NOTICE OF COMPULSORY EDUCATION VIOLATION</b>	
STUDENT NAME:	GRADE:
SCHOOL:	
Date(s) Missing School	
*	
*	
*	
*	
*	
<b>PARENT OR GUARDIAN NOTIFICATION</b>	
The following Report is to notify the parent or guardian of the above student that they are in violation of the attendance policy.	
It is a Class B misdemeanor for the parents of a school-age child to intentionally or recklessly fail to meet with designated school authorities, or fail to prevent the school-age child from being absent without a valid excuse five or more times for the remainder of the year.	
You are hereby directed to meet with school authorities to discuss the child's attendance problem. You are requested to meet with _____ at this school, on or before _____, 20____.	
It is our goal to work in cooperation with you to secure the regular attendance of your child.	
PROCEDURES	ADMINISTRATIVE ACTION
<input type="checkbox"/> 5th Truancy - Notice of Compulsory Education Violation	<input type="checkbox"/> Parent(s) Notified by Certified Letter
<input type="checkbox"/> 10th Truancy - Habitual Absenteeism	<input type="checkbox"/> Parent Meeting Attended by Parents
	<input type="checkbox"/> Report sent to County Attorney
	<input type="checkbox"/> Parent(s) Notified by certified letter
Comment(s) _____	
_____	
_____	
_____	
_____	

WHITE - PARENT'S COPY    PINK - SCHOOL'S COPY    YELLOW - STUDENT'S COPY

***State law requires that students between the ages of 6 and 18 be enrolled and attend school. Furthermore, state law (53A.11.101) requires that parents of a school-age minor meet with school officials to discuss problems. Failure to comply with this law could result in a Class B Misdemeanor.***

\_\_\_\_\_  
ADMINISTRATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE