
ATTENDANCE AND TARDINESS

Murray City School District Board Policy PS 401

Regular attendance at school increases the opportunities for students to benefit from their educational programs. Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process.

Special circumstances specified in the law allow the Board to grant parental requests for a child to permanently withdraw from school and therefore not graduate. This request must be made through the school principal and the Director of Student Services.

ATTENDANCE

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.

Absences may be **excused** for illness, medical appointments, family emergencies, death of a family member or close friend (Utah State Board of Education Rule R277-607-1). Other reasons for an excused absence must be pre-excused by the school principal.

All other absences will be marked as **unexcused** and will impact student citizenship grades.

To help support student learning, we discourage vacations and other overnight trips. In addition, we recommend that medical and dental appointments are made prior to or after school. However, we recognize that some circumstances do not make this possible.

EXCESSIVE ABSENCES

Excessive absence from school is defined as five or more unexcused absences and seven or more excused absences. Absences do not need to be consecutive for them to be deemed excessive.

Following **5 unexcused absences** parents will be notified by the school to discuss the importance of attendance and to provide support to increase student attendance. A **Compulsory Education Violation Notification** will also be mailed to the home.

Following **7 excused absences** parents will receive **Notice Requiring a Medical Doctor's Note to Excuse School Absence**.

Following **10 unexcused absences** parents will work with school personnel and the student to develop and intervention plan to increase student attendance. The second **Compulsory Education Violation Notification** will also be mailed to the home.

Following **15 unexcused absences** parents will receive a **Compulsory Education Pre-Court Violation Notification**. The student and parents shall be required to attend the pre-court hearing date and time noted on the violation notification letter.

If interventions and support do not improve student attendance parents will receive a final **Compulsory Education Habitual Absenteeism Violation Notification** notifying parents that their student is habitually truant and they are being referred to the District Attorney's Office.

CALL-IN PROCEDURES FOR ABSENCES

Parents are requested to call the school by 9:15 AM on each day a student is absent from school.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

TARDINESS

Promptness is crucial to a smooth start of each school day. When students are tardy it is not only disruptive to that student but also to the teachers' instruction and the other students' learning time. It can also be discouraging to the student who arrives late. They are behind in instruction and need to make up for lost time. In addition, **unexcused tardiness** will impact student citizenship grades and result in additional consequences at school.

Tardies may only be excused in the office by a parent or a signed parent or medical note with a valid excuse. Sleeping in late, couldn't get the child to leave for school, etc. are not valid excuses for tardiness.