

Bear River High School Attendance Policy Requirements and Procedures

BRHS follows the guidelines as set forth in the Box Elder School District Attendance Policy #5035. However, the School board is currently reviewing this policy and it is, therefore, subject to change.

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law (53A-11-101) directs parents to require their children between the ages of six and eighteen 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 approve parental requests for a child to permanently withdraw from school and therefore not graduate.

- B. Because of Box Elder School District's commitment to quality education, there is concern when a student misses school for any reason. In keeping with state law and to promote the educational goals of the school district, the following attendance requirements are established for all students.
- It is the responsibility of all students to attend school and be on time every school day. If a student is absent for any reason, it is the student's responsibility to follow the procedures outlined in the school attendance policy. (see below)
 - Students who are absent will be responsible to make-up course work that **can be made up**. Teachers are required to give students an opportunity to make up course work missed. It is essential that teachers be precise in assigning work to be made up, as well as setting time deadlines. Make up assignments should be as closely related to work missed as possible and should not exceed quantity of work assigned students during the time missed. Students should refer to individual teacher disclosure for make-up/late work policies.
 - When students must leave school for any reason, they shall obtain a check-out slip through the attendance office prior to leaving the school campus. If a student leaves their assigned area without formally checking out, the student will be considered truant. (see Truancy section)
 - Students participating in approved school activities will not be penalized for absences from school, but should follow the make-up policy of the teacher for missed work.
- C. There are no excused absences. Whenever possible, parents are encouraged to schedule family vacations, doctor or other appointments, or other activities outside of regular school hours to assure that students attend classes.
- D. For each student who is or should be enrolled within the school, the administrator, or designee, shall make efforts to resolve attendance problems. Those efforts shall include:
1. A written request for parental support when a student has missed **5 days or any one class period 5 times during the trimester**. Exceptions will be made for students who are under a doctor's supervision (when parents have notified the school and requested homework). Upon approval from the district nurse and by a doctor's note, a home teacher shall be provided for students who will miss ten or more consecutive days of school because of an extended illness. (homebound)
 2. At least one meeting with the student and the parent(s) or guardian;

3. A certified letter notifying parents when a student has missed ten (10) days (or equivalent class periods) that the student is habitually truant and that refusal to respond to this notice is a class B misdemeanor. The letter will designate a day and time for the student and parent(s) to meet with school authorities for a pre-court hearing. Failure to respond to this notice will result in a referral to juvenile court.
- E. Parents are reminded that they can view their student's attendance and progress grades on-line at www.brhs.besd.net. Login identification and passwords are available from the attendance office.

CHECK-OUT / PROCEDURE

All students are expected to check in through the attendance office if arriving after school begins, and check out through the attendance office if it is necessary to leave school for any reason. If a student returns to school the same day after checking out, he/she is required to check in at the attendance office upon returning.

Students are not allowed to leave campus with other student drivers for check-out purposes. A parent or guardian must pick up their student from the attendance office when they check out or give authorization for the student to drive himself/herself off campus. No student will be allowed to wait outside the school building due to concerns for the student's safety.

- Failure to check out properly may result in a truancy violation (see Truancy section).
- Teachers will expect students to produce a check-in slip with a time stamp issued at the attendance office for entrance into class, if he/she is significantly late for class, or has been habitually late to class.
- Check in codes will be "T" for tardy or "P" for present.
- Check out code will be "C" and will not count as an absence.
 - ✓ Students who arrive at the attendance office **with a valid excuse** (i.e.: doctor/dentist/court appointment) will not be marked tardy. He/she will be marked "P" for present. The tardy will apply if a valid excuse is not produced.
 - ✓ All late arrivals will forfeit bell ringer points and may suffer possible reduction in class assignment points as per teacher determination.
 - ✓ Students who check out will have a "C" recorded by the attendance office. This will not count as an absence, but will indicate the student has been here and has checked out.

PRE-ARRANGED ABSENCE PROCEDURE

If a student knows he/she will be absent, it is requested that a Pre-Arranged Absence Form be obtained from one of the administrators. This will allow the teachers the opportunity to plan with the student for the absence and make-up of work missed. Pre-arranged absences count as an absence and will not be excused.

TARDY POLICY AND PROCEDURE

Students will be marked tardy if they are not in class when the **TARDY Bell** rings.

- There is no warning bell:
 - ✓ Bell to go to first hour will ring at 7:54 a.m.
 - ✓ One bell will ring to excuse the class period (see bell schedule)
 - ✓ The next bell will ring in six (6) minutes to signal the beginning of the next class. **THIS IS THE TARDY BELL**
- Tardies will adversely affect citizenship (see citizenship section)
- **TARDIES MAY BE MADE-UP FOR EACH TRIMESTER PER CLASS.** The student must attend (ten) 10 days with **NO TARDY**. This may not be utilized more than **THREE** times per trimester/per class.
- **See Citizenship Section**

SCHOOL ACTIVITY ABSENCES

Absences due to school activities will be identified as school-excused absences and will require make-up of work missed. A student must be under the direct supervision of Box Elder School District employees to be considered activity excused. Students should notify teachers prior to any activity absences.

TRUANCY

Truancy, as per Truancy for Minors Ordinance #0-04-04, is defined as not being in "assigned school location". "Assigned school location". means the location where a student would be assigned, registered, or released to attend during compulsory school time when the class or activity is in session, and the student is under the control or supervision of school authorities or other recognized supervision. Further defined as the authorized presence, for a reasonable time or direct authorized passage to and from an area where the student would be involved in dealing with school or personal business.

Truancy citations will be written by the Bear River High Resource Officer or other authorized law enforcement personnel.

- Citations will be sent to Juvenile Court for appropriate fine and/or service hours.
- Upon the third citation the student will be referred to the judge.

Bear River High School will issue citizenship reduction as follows:

- The first violation will result in an "N" in citizenship for the class the student was truant.
- The second violation will result in a "U" in citizenship if the same class is missed.
- The third violation (from any class, any trimester) will result in a Juvenile Court Referral.