

Box Elder School District School Attendance Procedures

The intent of this policy is to encourage consistent attendance, which in turn, affects academic success. It follows school board policy as well as the existing Utah State Code 53G-6-202 (Compulsory Education).

Absences are identified as Valid or Not Valid

- Valid excuse - *an illness* (medical and dental appointments), *a death in the family*, *an approved school activity*, *an absence associated with 504 or IEP plans*, or *a pre-arranged absence*.
- Not valid excuse - Any reason (other than valid reasons) a student does not attend a class period (secondary) or a complete school day (elementary).

Tardies and Check-ins

- **Tardy:** A student is marked tardy if they arrive **up to** 10 minutes after the tardy bell rings, or are late to school without a valid excuse. After 10 minutes, the student will be marked absent.
- **Check-ins:** Students arriving late to school with a valid excuse.

Excessive Tardies

- When a student is marked tardy 6 times in a class, they will be given an administrative U and referred to Citizenship Class.
- Students will be given administrative U's for each additional 6 tardies in a class.

Excessive Absences

An administrator will identify students who are missing school without a valid excuse, and work with these students and families to improve attendance. We will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)
BEHS Administration will send an email (or letter) to notify parents of student absences.
- 10 Absences (no valid excuse)
BEHS Administration will schedule a meeting with parent/guardian, and student to develop an attendance contract. An administrator will issue a U and refer the student to citizenship class if attendance does not improve

I understand and agree to the BEHS Attendance Policy.

Parent/Guardian Signature:

Date: